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ABSTRACT

The 1974 University of Nevada, Reno, Adviser's Manual (with 1975 update) deals with general university requirements. Included are: (1) information about students; (2) advice pertaining to suggested courses; (3) special problems of students; (4) advisement process and official advisement forms; (5) registration; (6) advisement of students near graduation; (7) grading system; (8) changes in college, major, advisor, and name; and (9) community college/university articulation policy. Information also included pertains to: (1) qualifying program; (2) early admission and registration information for high school students; and (3) credit by examination. (KE)

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ADVISER'S MANUAL

HE 007 708

1974-75

(4th Edition)

UNIVERSITY OF NEVADA
RENO 89507

FACULTY SENATE
CLARK ADMINISTRATION BUILDING

(702) 784-6527

August 12, 1974

ADVISER'S MANUAL

INTRODUCTION

This fourth edition of the University of Nevada, Reno Adviser's Manual is a complete revision and updating of the previous editions. As in the past, the Manual is designed to aid the Adviser and put a great deal of pertinent information at his immediate disposal. Copies of commonly used forms, detailed information, and sources of additional information and help are included.

The Manual is organized primarily in terms of the normal sequence of steps an Adviser may follow, and is designed to assist in interpreting information provided about advisees. It deals with general University requirements only. College and departmental requirements are published annually in the University General Catalog in their specific sections.

Advisement is an increasingly important part of the normal workload of every member of the teaching faculty. As curricula become more flexible and tailored to individual needs, fewer specific courses are required overall and more expert advisement becomes necessary. It is suggested that faculty provide a specific time during advisement periods when students may contact them for help. The student's responsibility is to plan a tentative course program in sufficient detail so that the Adviser may check its feasibility and fulfillment of requirements. However, it should be recognized that beginning students especially may not be able to select courses with confidence, and the Adviser should be willing to devote extra time to help them. Advisers should also be available at specific times during the semester for subsequent consultations, if necessary.

New to this edition is a section dealing briefly with the Community College/University Articulation Policy as it pertains to advisement. As in the past, information concerned with admission is not generally discussed, since the job of Advisement begins after the student has been admitted.

Once again, the Adviser is encouraged to reflect on the appropriateness of this document and to send comments and suggestions to the Faculty Senate Office, Clark Administration Building. Your suggestions will benefit later editions of the Manual.

Submitted by the Committee for
Faculty Information and Documentation,
Faculty Senate, UNR.

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SECTION 1

INFORMATION ABOUT STUDENTS

A. CLASSIFICATION OF STUDENTS

REGULAR STUDENTS

These are students who have been officially admitted to the University of Nevada, Reno, satisfying the admission requirements to one of the established degree programs. They may be either full-time students taking 12 or more credits, or part-time students taking eleven credits or less.

Classification of regular students is determined by the number of semester credits completed:

First Year Associate Degree	0-29
Second Year Associate Degree	30 or above
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90 or above
Graduate Special	Post-Baccalaureate Non-Degree
Graduate Standing	Advanced Degree Candidate

NON-DEGREE STUDENTS

An individual who is nineteen years of age or over, or who can present evidence of high school graduation, may register as a non-degree student without official admission to the University. He may register for a maximum of six credits per semester of classroom instruction plus two courses simultaneously by correspondence.

Although there is no limit to the number of credits which may be earned in this category, a maximum of 15 credits is acceptable toward a bachelor's degree. The Dean of the College normally serves or delegates someone to serve as the adviser to non-degree students.

RESIDENT or NON-RESIDENT STATUS

Students are also considered as RESIDENTS or NON-RESIDENTS in relation to payment of fees and tuition. Any student inquiring about resident or non-resident status should be referred to the Office of Admissions (telephone 6866) to receive the publication Regulations for Tuition Charges.

B. INFORMATION PROVIDED FOR ADVISEMENT OF ENTERING STUDENTS

Advisers are urged to maintain, as supplements to this Manual, files including the following:

General University Catalog for the current year;
Graduate School Catalog for the current year;
General University Extension Catalog for the current year;
Class Schedule for appropriate semester or Summer Session;
Current Circulars and Memoranda in which the various departments, divisions, schools and colleges of the University inform Advisers of changes in curricula, course pre-requisites, etc.

The information routinely provided to an Adviser depends on the status of the advisee, as follows:

ENTERING FRESHMEN AND FIRST YEAR ASSOCIATE STUDENTS

ACT Student Profile Report (SPR) Form (if available)

A sample form is presented on the following page. It contains a wealth of valuable information for use in advising and counselling students. The following highlights are offered to help in advisement:

For judging the probabilities of success here, one of the most important areas is the bottom one titled "Scores and Predictive Data." The high school grades are self-reported and usually accurate. The Standard Scores are combined with the high school grades to give the predictive ratings in the succeeding columns, the criteria based on the freshman class at UNR in the year indicated.

In general, students with Standard Scores in the upper 20's and 30's are expected to be excellent students and hopefully will plan a credit load accordingly. Those with scores in the lower 20's are probably average college students and should be encouraged to think realistically in terms of an average credit load. Scores below the 20's should be encouraged to carry a maximum load of 12 or 13 credits, especially in the first semester. The composite Score is a simple arithmetic average of the other four Standard Scores.

Comparing the student's listed educational major and vocational choice with the interest inventory is frequently a valuable tool in helping the student assess the reality of his aspirations. If there is a need for further explanation of items on the form, please contact the Counseling and Testing Center, Extension 6810.

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NAME
ADDRESS

MARITAL STATUS
SEX
BIRTHDATE

PHONE NUMBER
COUNTY
SOC SEC NO

[redacted] WASHOE

TYPE OF TESTING
DATE TESTED
TO LEVEL WHEN TESTED

NATL
12/73
SENIOR

1973-74 COLLEGE COPY
ACT STUDENT PROFILE REPORT

HS ATTENDED: 29-029-261 PROCTER R HUG H S 2880 SUTRO ST RENO NEVADA 89502

ADMISSION/ENROLLMENT DATA

COLLEGE COM	CHOICE	ENTRANCE DATE	FIRST TIME?	TYPE OF STUDENT	U.S. CITIZEN?	RESIDENT IN ABOVE STATE?	PHYSICAL HANDICAP?	VETERAN?	COLLEGE CREDIT?	HOUSING PLANS
2494	1ST	FALL 74	YES	DAY	YES	YES	NO	NO	NO	PARENTS

HIGH SCHOOL INFORMATION

YR H.S. GRAD OR EQUIV	SIZE OF SENIOR CLASS	TYPE OF SCHOOL	PERCENT SAME RACE AS STUDENT	TYPE OF PROGRAM STUDIED
	100-199	PUBLIC	50-75%	COLL PREP

COLLEGE SELECTION ITEMS BY RANK ORDER

			Cost	Size	Field of Study	Extracurricular Activities
FOURTH	FIFTH	SECOND	FIRST	SIXTH	THIRD	SEVENTH
PUB-4YR	COED	NEVADA	UND 1500	1-5,000		

SELF-REPORTED RANK: 2ND QTR HS AVERAGE: 3.0-3.4

EDUCATIONAL & VOCATIONAL PLANS

EDUCATIONAL PLANS	HOW CERTAIN?	DEGREE OBJECTIVE	SELF ESTIMATE OF COLLEGE G.P.A.
FISH, GAME, WILDLIFE MNGMT	NOT SURE	BACHELOR'S	2.5-2.9

FIRST VOCATIONAL CHOICE	HOW CERTAIN?	SECOND VOCATIONAL CHOICE
FISH, GAME, WILDLIFE MNGMT	NOT SURE	JOURNALISM

YEARS CERTAIN SUBJECT STUDIED AND ADVANCED PLACEMENT IN HIGH SCHOOL

SUBJECT AREA	ENGLISH	MATH	SOCIAL STUDIES	NATURAL SCIENCES	SPANISH	GERMAN	FRENCH	OTHER LANGUAGES	BUSINESS COURSES	OTHER SUBJ
YRS	4	1+	4	4	3	0	0	0	0	0

ADV. PLACEMENT IN H.S.				LANG	SELF-REPORTED ACCURACY OF H.S. GRADES
NO	NO	NO	YES	NO	GOOD

SPECIAL EDUCATIONAL NEEDS AND INTERESTS

	INDICATED INTEREST IN										ADVANCED PLACEMENT IN									
	WRITING	READING	MATHEMATICS	PUBLIC SPEAKING	SOCIAL STUDIES	NATURAL SCIENCES	FRESHMAN HONORS COURSES	INDEPENDENT STUDY	ROTC	ELIGIBLE BY EXAMINATION	ENGLISH	MATHEMATICS	SOCIAL STUDIES	NATURAL SCIENCES	FRENCH	GERMAN	SPANISH	OTHER LANG
	Y	N	N	N	Y	N	Y	N	N	N	Y	N	N	N	N	N	N	N

WITH SCHOOL EXTRACURRICULAR ACTIVITIES & CURRICULAR PLANS

	DRAMA	MUSIC	SPEECH	DEBATE	DEPT. CLUBS	DRAMATICS	MUSIC GROUPS	ATHLETIC TEAM	VARSITY ATH	PUBLICATIONS	HONORARY	STUDY IN DEPTH	SPECIAL INTEREST	SERVICE GROUP
HIGH SCHOOL	N	N	N	Y	N	Y	N	N	N	Y	Y	N	N	Y
COLLEGE	N	N	N	Y	N	N	N	N	N	Y	Y	N	N	Y

PLANS TO SEEK FINANCIAL AID: YES NEEDS HELP TO FIND WORK: NO HOURS WEEK: 11-20

OUT-OF-CLASS ACCOMPLISHMENTS

LEADERSHIP	MUSIC	SPEECH	ART	WRITING	SCIENCE	ATH	COMM SERVICE	WORK EXP
AV	N	N	N	VH	HI	HI	0	2

N = NONE AV = AVERAGE HI = HIGH VH = VERY HIGH 0-9 SCALE

INTEREST INVENTORY

AVERAGE HIGH SCHOOL GRADE	SCALE	RAW SCORE	25%ILE	50%ILE	75%ILE	95%ILE	99%ILE
2.3	SOCIAL SERVICE	13	X				
2.3	BUSINESS CONTACT	25		X			
2.3	BUSINESS OPERATION	35		X			
3.5	SCIENCE	79				X	
3.1	ARTS	55		X			
2.9	CREATIVE ARTS	68				X	

EDUCATIONAL MAJOR: ? SCORE COORDINATES: I 48 II 57

BACKGROUND INFORMATION (OPTIONAL)

ETHNIC BACKGROUND: CAUCASIAN/WHITE
RELIGIOUS PREFERENCE: PROTESTANT
[illegible]: YES

SPECIAL MESSAGES

SOCIAL SECURITY NUMBER NOT REPORTED BY STUDENT

H.S. GRADES FOR 2 OR MORE SUBJECT AREAS NOT REPORTED AND/OR ONE OR MORE COURSES NOT TAKEN. NO PREDICTIVE INFORMATION PROVIDED.

ACT SCORES AND PREDICTIVE DATA

SUBJECT AREA	H.S. GRADE	NO. OF COURSES	ACT NORMS (GRADES) LOCAL	ACT NORMS (GRADES) NATIONAL	NATL RANK THIS ACT
ENGLISH	B	21	63	52	
MATHEMATICS	C	23	69	51	
SOCIAL STUDIES	A	26	82	73	TYP
NATURAL SCIENCES	C	22	51	41	4
COMPOSITE SCORE		23	68	54	

OVERALL GPA PREDICTIONS

NAME OF GROUP	FRESHMAN YEAR	RES. PLAN	RANK	PROB % C
AG HO EC ENGR MINE	72/3	S	56	77
ARTS SCIENCE	72/3	S	56	84
BUS ADM	72/3	S	67	83
NURSING MED SCI	72/3	S	53	85
SUMMARY ANALYSIS	72/3	S	68	86

SPECIFIC COURSE PREDICTIONS

NAME OF COURSE	FRESHMAN YEAR	GRP CD	ENTER NAME *	RANK	PROB % C
ENGLISH	72/3	0	SUMMARY	65	79
MATHEMATICS	72/3	0	SUMMARY	45	67
SOCIAL SCIENCE	72/3	0	SUMMARY	68	71
NATURAL SCIENCE	72/3	0	SUMMARY	58	72

RES (RESEARCH) PLAN: B = BASIC, S = STAN

*INDICATED FIELD FOR COMPLETE NAME SEE YOUR PREDICTIONS SHEET

THE AMERICAN COLLEGE TESTING PROGRAM, P.O. BOX 168, IOWA CITY, IOWA 52240, PHONE (319) 351-4470
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Undergraduate Admission Certificate

Contains relevant information for each newly admitted student. Any University course work and pertinent remarks will be indicated on this form. (Sample, page 6)

TRANSFER STUDENTS

Advanced Standing Admission Evaluation Form

Contains a complete summary and evaluation of the student's college work and of University requirements already satisfied. Courses not accepted for transfer credit are circled on this form by the Registrar's Office. (Sample, page 7)

THE ADVISER MUST DETERMINE (SUBJECT TO THE DEAN'S APPROVAL) THE EXTENT TO WHICH COURSES ACCEPTED SATISFY COLLEGE AND DEPARTMENTAL MAJOR REQUIREMENTS.

GRADUATE STUDENTS

Graduate Admission Evaluation

Indicates the source and type degree attained by the student, and his status (Graduate Standing or Graduate Special) as well as GRE or ATGSB scores. This form is routinely filed in department offices. (Sample, page 8)

SUPERIOR HIGH SCHOOL STUDENTS

The Director of Counselling and Testing is the assigned Adviser for all students in this category. See also Early Admission Program, Section I, D.

C. INFORMATION PROVIDED FOR ADVISEMENT OF CONTINUING STUDENTS

As long as the student remains assigned to the Adviser and is continuing his course of study, the Adviser is issued a copy of the STUDENT DATA CARD, a SEMESTER FINAL GRADE REPORT, and an ANNUAL TRANSCRIPT for each advisee, from the Office of Admissions and Records.

UNIVERSITY OF NEVADA · RENO

ADMISSIONS AND RECORDS
RENO, NEVADA 89507

UNDERGRADUATE ADMISSION CERTIFICATE

Date of Admission 3/3/72

Mr. John Edward Frosh
1208 Ivy Street
Reno NV 89502

10/18/50 (Birthdate)	RESIDENT (Resident Status)
Educ. (College)	Elem. Educ. (Major)
Fr. (Classification)	B. Jones (Adviser)
3.16 (GPA/Index)	Sa F '72 S (Semester)

RETAIN FOR PRESENTATION DURING REGISTRATION

ACT SCORES: Engl 21 Math 18 Soc Sc 24 Sci 25 Comp 22 | FOREIGN LANG Span-3 | MILITARY exempt-VET

REMARKS

UNR 1971:
Geog 103 3 B
Econ 101 3 B
6 6 18 3.0 +6

Spanish 1 and 2 completed in the 7th and 8th grades.

DISTRIBUTION: WHITE–Admissions and Records, GOLDENROD–Student, WHITE–Dean of College, PINK–Advisor, YELLOW–Office of Student Affairs

ADM 108

2

10 -6-

UNIVERSITY OF NEVADA
ADMISSIONS AND RECORDS
RENO, NEVADA 89507

ADVANCED STANDING ADMISSION EVALUATION

Date of Admission 7-1-71

ASSOCIATE ____ BACCALAUREATE ✓

James Robert Smith
P.O. Box 722
Incline Village NV 89450

11-20-46 Birthdate | NONRESIDENT Resident Status
A&S College | Psych Major
Junior Classification | C. Spotts Adviser
Disapproved | 7-1-71 HHS Approved

RETAIN FOR PRESENTATION DURING REGISTRATION

HIGH SCHOOL FOREIGN LANGUAGE Spanish - 2 years

CHECK IF ON PROBATION ☐

Description	Code	Dept.	Number	Credit	Grade
UNIVERSITY OF WASHINGTON, Seattle					A-D
Fall 1969-70				Sem	
Intro College	*	Psy	50	½	A
Fund Spch		Spch	101	2	C
Elem Alg		Math	102	3	B
Intro Psy		Psy	101	3	A
Beg Golf		PEd	117	½	A
Intro Soc		Soc	101	3	B
Adol Psy		Psy	123	3	B
Reading	*	Engl	75	2	C
Spring 1970					
US From 1887		Hist	127	3	D
P[illegible]Adjust		Psy	133	3	B
Psy Indust		Psy	197	3	A
Swimming		PEd	176	½	A
Crim Law		Soc	199	3	C
Intro Anth		Anth	101	3	B
SACRAMENTO STATE COLLEGE, CA					A-M
Fall 1970-71				Sem	
Psy Stat		Psy	244	3	C
Child Psy		Psy	201	3	A
Basic Music		Mus	101	3	A
Intro Biol		Biol	101	3	C
Hist US		Hist	103	3	B
Team Sports		PEd	208	½	B
Spring 1971					
Exper Psy		Psy	310	3	B
Psy Test		Psy	288	3	A
Comp & Rhet		Engl	101	3	A
Adv Comp		Engl	225	3	A

Description	Code	Dept.	Number	Credit	Grade
Marr & Fam		Soc	176	1	B
Soccer		PEd	274	½	A
Life Sav/Water Saf		PEd	291	2	A
Intro Geol		Geol	101	3	C

Code Interpretation: * Nonbaccalaureate + Excessive credit ^ Repeat •

	CR ATT.	GD. PTS
A	24½	98
B	22½	67½
C	14	28
D	3	3
F		
S		
NPT		
Total	64	196½
GPA	3.06	+68

SUMMARY OF ACCEPTABLE CREDITS

Institution	"S" Cr.	Attempted	Accepted	Gd. Pts.	GPA	Balance
UW		30	30	86	2.87	+26
SSC		34	34	110	3.24	+42
Total		64	64	196	3.06	+68

UNIV. REQUIREMENTS SATISFIED BY:

English 101 & 225
U.S. Const Hst 127 Nev. Const. ____
Physical Education Exempt
Military Science Exempt

11

ALL ADVANCED STANDING CREDIT IS PROVISIONAL AND SUBJECT TO REVISION FOR ONE YEAR AFTER OFFICIAL ADMISSION DATE. CREDIT WHICH MAY APPLY TOWARD A DEGREE IS DETERMINED BY THE ADVISER AND DEAN

DISTRIBUTION WHITE-Admissions and Records, GREEN-Student, BLUE-Dean, PINK-Adviser, YELLOW-Student Affairs

Adm 104

UNIVERSITY OF NEVADA

ADMISSIONS AND RECORDS

RENO, NEVADA 89507

GRADUATE ADMISSION EVALUATION

GRAD SPECIAL ___ GRAD STANDING XX

Resident Status RESIDENT

Date of Admission 9/19/72

Birthdate 08-17-49 Sex F

Ms. Nancy Smith Wells
1255 Jones Street #135
Reno, Nv 89503

College A&S Major Engl

Degree Sought MA

Adviser ___

RETAIN FOR PRESENTATION DURING REGISTRATION

Fall 72 Spring ___ Summer ___

Institution Granting Degree Univ. of Calif., Santa Barbara Accreditation and date WDA 1949

Degree BA Date 1-72 Major Engl GPA 3.31

G.R.E. Scores: 12-73 Verbal 600 Quant. 450 Advanced 610 in Lit Not Available ___

A.T.G.S.B. Scores: ___ Verbal ___ Quant. ___ Total ___ Not Available ___

Referral Dates: File opened 5-1-72 File completed 5-15-72 Graduate Office 5-15-72

Department 6/16/72 Dean of College ___ Date Due Graduate Office 6/24/72

COMPLETE THE FOLLOWING AND RETURN TO THE OFFICE OF ADMISSIONS

Disapproval Date	Signature	Approval Date
	Department Chairman Adams Zeitz	9-18-72
	Dean of College George E. Williamson	9-18-72
	Graduate Dean or Director of Admissions Dr. John Smith	9-21-72

If approved for admission, please indicate faculty adviser ___

If disapproved, indicate specific reason(s): ___

___ Insufficient grade-point average
___ Insufficient undergraduate courses
___ Admission Test for Graduate Study in Business Required.
___ Graduate Record Examination Required
___ Other: (Specify criteria)

REMARKS

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FOR OFFICE USE ONLY

Veteran ___ Grad. Transfer Credit ___ Applicant notified ___ with letter # ___
(Date)

ADM 106 Distribution: WHITE–Admissions and Records, GOLDENROD–Student, WHITE–Graduate Dean, PINK–Adviser, YELLOW–Office of Student Affairs

STUDENT DATA CARD

Is issued by the Records Office following the registration period. The Adviser should check it against the Official Advisement Form. If the program differs significantly, the Adviser should contact the student for a conference and require the necessary adjustments to be made.

UNIVERSITY OF NEVADA
STUDENT DATA CARD
STUDENT SERVICES

NAME
ADVISER
STUDENT NUMBER

TELEPHONE	SEX	BIRTHDATE	M/W	RES	ADM	COL	MAJ	CL	SEM AND YEAR	ORIGIN		FA	TYPE

DEPT	COURSE AND SEC	CREDIT	DAYS	START TIME	LOCATION	INSTRUCTOR	REMARKS

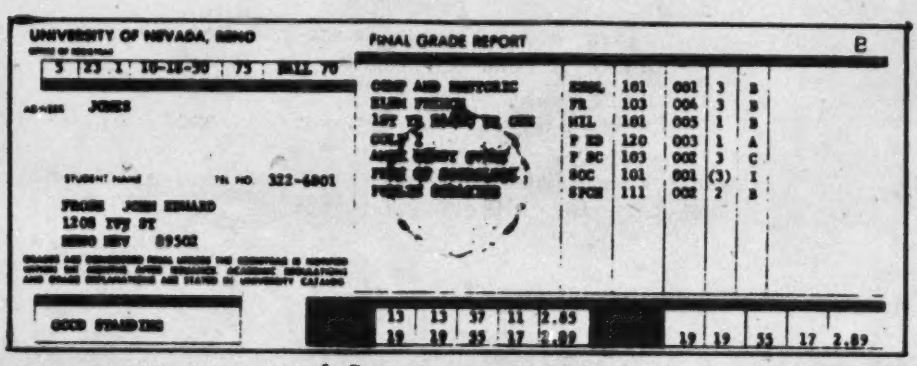
	S/U	ATTM	PASS	GR. PT.	G.P.A.	BAL
UNR.						
TRANS						
TOTAL						

LOCAL ADD

PERM ADD

FINAL GRADE REPORT

Is sent to the Adviser at the close of each semester showing the grades earned that semester and the current academic standing of the student. Final Grade Reports may be discarded after comparison with the Annual Transcript.



TRANSCRIPT

A copy of the student's permanent academic record to date is sent to the Adviser of each continuing student during the summer. Contact the Office of Admissions if the transcript is not received. (Extension 6868) (Sample, page 11)

SUPPLEMENTAL PERMANENT RECORD INFORMATION

The Adviser is notified of major changes in the student's status or additions to the permanent record through this form. (Sample page 12)

D. EARLY ADMISSIONS AND QUALIFYING PROGRAMS

REVISED EARLY ADMISSION PROGRAM

This is a modification of the University Superior Student Program and provides early educational opportunities for high school seniors who have demonstrated above average achievement through their junior year. Information on this program is presented in detail on page ii of the appendix. The following portions are of interest to the Adviser:

Registration may occur in any course for which the individual is qualified subject to the approval of the Adviser and the department offering the course;

A maximum of 18 semester credits may be earned prior to high school graduation;

A maximum of six credits may be earned per semester or during a summer instructional period. Exceptions require the advance approval of the Director of Admissions;

University correspondence courses are available for those who cannot attend on campus;

General University regulations apply to all students.

Additional information may be obtained at the office of Admissions and Records. (Extension 6866)

THE QUALIFYING PROGRAM

This program provides a limited number of Nevada residents, who do not satisfy the minimum academic requirements for University admission, an opportunity to be considered for admission on probation for full-time study for two semesters.

UNIVERSITY OF NEVADA, RENO

OFFICE OF THE REGISTRAR

PAGE ___ OF ___ PAGES

LAST NAME | FIRST | MIDDLE OR MAIDEN

SEX | BIRTHDATE | BIRTHPLACE

PARENT

PERMANENT ADDRESS

ADMITTED FROM

ADMISSION DEFICIENCIES

SATISFIED BY

MATRIC DATE

GRAD. DATE

COLLEGE

MAJOR

MINOR

DEGREE

DATE GRANTED

CREDITS REQUIRED

UNR GPA

DESCRIPTION	CODE	DEPT.	NUMBER	CREDIT	GRADE

DESCRIPTION	CODE	DEPT.	NUMBER	CREDIT	GRADE

-11-

15

MEMORANDA

GRADING SYSTEM: A=4, B=3, C=2, D=1, F=0, I=INCOMPLETE, S=SATISFACTORY, U=UNSATISFACTORY, W=WITHDRAWN, AD=AUDIT.

ONE SEMESTER: 15 WEEKS. ONE CREDIT=50 MINUTES PER WEEK FOR ONE SEMESTER.

GRADUATE COURSES: NUMBERED 800–999.

CODE: C=CORRESPONDENCE, E=EXAMINATION, H=HONORS, R=REPEAT, X=EXTENSION.

TRANSCRIPT IS OFFICIAL WHEN SIGNED SEALED AND DATED BY REGISTRAR.

STUDENT IS IN GOOD STANDING UNLESS OTHERWISE INDICATED

UNIVERSITY OF NEVADA, RENO 89507

UNIVERSITY OF NEVADA · RENO
Admissions and Records

SUPPLEMENTAL PERMANENT RECORD INFORMATION

TO John Edward Frosh
1208 Ivy St.
Reno, Nev. 89502

DISTRIBUTION
Dean of College
Dean of Students
Adviser
Instructor Concerned
Controller's Office
Student

Frosh,	John	Edward	10-18-50	Educ.
Last Name	First	Middle	Birthdate	College

- ☐ Correspondence Credit*
- ☐ Special Examination Credit*
- ☒ Makeup of Incomplete
- ☐ Change of Grade
- ☐ Repeat
- ☐ Cancellation
- ☐ Withdrawal
- ☐ Change of College
- ☐ Change of Name
- ☐

REMARKS:

Soc. 101 3 credits B
Fall 70

	"S"	Reg.	Psd.	Gd. Pts.	GPA	Bal.
NEW SUMMARY		22	22	64	2.90	20

(Except for cancellation and withdrawal.)

Please update your records effective 2-6-71

*Maximum of ~~40~~ 25 credits applicable toward degree

Rec 168

The probationary admission status is effective for two consecutive semesters unless an exception is authorized by the Selection Committee;

A student who successfully completes 24 semester credits of baccalaureate-level courses with an overall "C" average or above is removed from probation and encouraged to select an appropriate major.

Each student is subject to the University regulations governing probation and suspension.

Additional information can be found on page i of the appendix and necessary forms can be obtained from the Office of Admissions. (Extension 6866)

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SECTION II

ADVICE PERTAINING TO SUGGESTING COURSES

ADVISERS SHOULD NOTE THAT THE UNIVERSITY REQUIREMENTS SATISFIED AT THE TIME OF ADMISSION ARE NOTED ON THE ADMISSION EVALUATION FORM. Students must register for required courses unless an exemption is obtained from the Office of Admissions.

A. COURSE NUMBERING SYSTEM

The assigned letter or number following the departmental designation indicates the appropriate level of instruction for each course.

A, B, C, etc. are special non-credit courses

1-49* are first year courses for Associate Degrees

50-99* are second year courses for Associate Degrees

100-199 are Freshman courses

200-299 are Sophomore courses

300-399 are Junior courses

400-499 are Senior courses

600-699 are 300 level courses approved for Graduate credit

700-699 are 400 level courses approved for Graduate credit

900-999 are Graduate courses

* Associate degree courses numbered 1-99 are not applicable toward baccalaureate or advanced degrees

B. COURSE LOADS

In general, each semester's registration should constitute approximately one-eighth of the total credits required for the baccalaureate degree (one-fourth for the Associate degree).

All courses taken, whether for credit, non-credit, or audit, constitute part of the equivalent total credit load.

A student who earns a B (3.0) average or above during the previous semester may be permitted, with the approval of the dean of the college, to register for a maximum of three credits above the regular course load. An overload may also be approved for a Senior if necessary to graduate.

C. UNIVERSITY REQUIREMENTS

Courses in English, United States and Nevada Constitutions, and (for male students) Military Science, are required of all students. These requirements can be met in a variety of ways, which are described below.

The University Catalog should be consulted if a student appears to need special counselling.

THE CONSTITUTION REQUIREMENT

The following courses may be used to satisfy the requirement in United States Constitution; Political Science 409, History 101, History 401.

The following courses may be used to satisfy the requirement in the Nevada Constitution: Political Science 208, History 102, History 217.

Political Science 103 OR History 111 may be used to satisfy both constitutional requirements.

Additional information - call Political Science, Extension 6722, History, Extension 6855.

THE ENGLISH REQUIREMENT

The University requirement in English can be satisfied by completion of English 102 or equivalent.

Entering Freshmen will be placed by ACT English scores, as follows:

Below 19 - 101W, 3 credits. (A regular 101 course meeting MWF with an optional two-hour writing lab meeting Tu-Th.)

19-24 - 101, 3 credits. (The regular 101 course)

Above 24 - waive 101 and place directly in 102H

Please see that the ACT score is marked on the advisement form for correct placement by the English Department.

Students completing 101 with a grade of A or B, with approval of their adviser, may substitute other prescribed courses; however, the Department of English feels that most students would profit best from English 102. A list of acceptable courses is sent to all Advisers by the English Department.

For additional information contact the Director of Freshman English, Extension 6709.

THE MILITARY SCIENCE REQUIREMENT

Every male student seeking a baccalaureate degree who is not otherwise exempt (see University Catalog) must satisfy the military science requirement by completing one of these options:

a) Complete an approved high school military orientation course. This includes the regular three-year high school ROTC program.

b) Complete a University-sponsored 16 hour orientation course PRIOR to Registration Week. The course includes information on active and reserve military service in each armed service and the National Guard, the military career, conscientious objection, the organization of the defense establishment, and factors of national power and security. A grade of S (Satisfactory) or U (Unsatisfactory) is given.

c) Complete Military Science 101 during the student's FIRST semester at the University.

D. PRECEDENCE OF CERTAIN COURSES

All students must give precedence to required courses in regular sequence and may not register in an elective course to the exclusion of a required course. Only under exceptional circumstances may the Dean of the College permit a student to defer a required course or to withdraw from it. In no case should a required course be deferred for more than one year.

Any required subject in which a student has failed takes precedence over all other subjects in the arrangements of the program of courses. Such a failed subject must be repeated in class as soon as the course is offered in the UNR program. In exceptional cases, a required course which has been failed may be taken at another accredited institution.

E. ELIGIBILITY FOR COURSES

ENGLISH

See English requirement - page 15.

MATHEMATICS

The Mathematics Placement Examination is required of all entering freshmen who plan to enroll in Mathematics 110, 140, 160, 163, 181, and 220. This is offered to local high school students before entering the University--during the Spring of the Senior year and during the Summer prior to entry. The Mathematics Department evaluates the tests and provides a list of persons and courses in which they placed to all Advisers prior to Orientation Week in the Fall.

For those who fail to take the placement test prior to Orientation Week, it is given as scheduled in the Orietntation Brochure. Placement results are available from the Mathematics Department (Extension 6773). Students are urged to take this test as early as possible during Orientation Week.

Course pre-requisites are given in the course description in the University Catalog and are to be honored unless the student obtains specific permission from the department offering the course.

HONORS STUDY PROGRAM

The Honors Study Program presently offers interdisciplinary seminars listed in the Catalog and Class Schedule under Honors Board, as well as sections of regular courses listed under the appropriate departments and usually designated by an H in the section heading. Although the Honors Board varies its suggested eligibility criteria in response to demand for its offerings, avisers should encourage interest from all students with grade point averages of 2.8 or above, or any other student who seems quite likely to benefit from this program.

A list of students eligible for the Honors Program is issued to the faculty each September. The following persons presently have authority to make final determinations of Honors eligibility:

Honors Board Seminars - Director of Honors Study Program

Freshman English Honors Section - Director of Freshman English

All other Honors Sections - Adviser

Requirements for Graduation with Honors are as follows:

1. Satisfaction of all requirements in the College Program selected.

2. Attainment of a 3.00 (B) average in all college work as well as in the field of concentration.

3. Attainment of 18 Honors Points of which at least 9 are earned during the junior and senior years in courses numbered 300 or above.

F. CREDIT BY EXAMINATION

Credit can be obtained by examination in three ways:

1. College Board Advanced Placement Examinations (CBAPE)

2. College-level Examination Program (CLEP)

3. Special Examinations administered by an academic department

The maximum number of credits that may be earned in any combination of these examinations is 30 credits for an associate degree or 60 credits for a baccalaureate degree. Credit earned by examination does not apply toward the resident credit requirement.

Detailed information is presented in page iii (Appendix) of this Manual, or specific questions regarding credit by examination policies and procedures may be directed to the Office of Admissions and Records, Extension 6866.

G. PHYSICAL EDUCATION (RECREATIONAL STUDIES)

Physical Education (Recreational Studies) credits can be used to satisfy the minimum graduation requirements of 128 credits. With both recreation and physical fitness becoming ever more serious problems in American society, the staff is working toward a program which will better prepare students for effective, healthy lives. As many life-time sports and recreation classes are being added as time schedules and facilities permit.

It should be stressed to non-major students that all Physical Education (Recreational Studies) classes can be taken on a Pass/Fail basis.

H. ETHNIC STUDIES PROGRAM

No formal ethnic studies program exists as yet at UNR. However, an increasing number of courses in general ethnic studies and in Black, Native American, Chicano, and Asian-American studies are announced before each semester by the Chairman of the Ethnic Study Committee. Use of ethnic study courses to fill related-subject requirements is urged by the Ethnic Study Committee. Use of ethnic study courses for related-subject requirements is at the discretion of the department administering the student's field of concentration.

I. RELIGIOUS STUDIES

A sufficient number of courses is offered which deal with religious phenomena and institutions to form a related field of interest (minor) in Religious Studies. Contact the appropriate Dean's Office for further information.

J. PREPARATION OF SECONDARY SCHOOL TEACHERS

Students who wish to become junior or senior high school teachers are often enrolled in colleges other than the College of Education. It is important that advisers of these students refer to the Manual for Advisers which is distributed by the Department of Secondary Education, UNR.

ADVISERS OF THESE STUDENTS SHOULD BE AWARE OF THE PROFESSIONAL EDUCATION REQUIREMENTS AND THE REQUIREMENTS FOR A TEACHING MAJOR AND MINOR. If any questions arise concerning these students, contact Dr. A. T. Phelps, Extension 4961.

K. LIBRARY INSTRUCTION

Students particularly unfamiliar with general library methods are referred to the Use of the Library course (L.Sci.135) offered at least once a year by the professional library staff. This is a lecture/lab course designed to introduce the student to the card catalogs, general indexes, research methods, and special departments of Getchell Library.

* * * * * * * *

SECTION III

SPECIAL PROBLEMS OF STUDENTS

A. FINANCIAL AID

Various sources of financial aid are available to students. The section on Financial Aid in the General University Catalog describes the general purposes of and qualifications for financial aid. Included in this description are student loan funds and possibilities for student employment. A student employment referral service is available to qualified students.

A WORK STUDY PROGRAM is available for those students who qualify on the basis of financial need. This program attempts to provide work in an area related to the student's educational or vocational objectives.

Financial Aid Office, Extension 6584. Student Employment Office, Extension 6582.

Information regarding the kinds of SCHOLARSHIPS and the procedure of applying for them is described extensively in the General University Catalog. (Refer to Dr. R. McQueen, MSS 301, Extension 6827)

B. VETERANS

Subsistence benefits to eligible veterans and/or dependents are payable upon certification by the Veterans Coordinator's Office of course load each semester or each summer session. (Veterans Coordinator's Office, Extension 6584)

C. COUNSELLING SERVICES

The following offices offer various counselling services:

Counselling and Testing - Mr. Jack Selbig	Extension 6810
Foreign Student Office - Mr. Jack Selbig	Extension 6874
Psychological Services Center	
Dr. Duane Varble	Extension 6668
Crisis Call Center	323-6111

The section on ADVISORY AND COUNSELLING SERVICES in the General University Catalog describes the kinds of individual and group counselling which are available to all University students.

Faculty referrals are especially welcome.

Special counselling and tutorial services are available to disadvantaged students. For information, call the Division of Student Assistance, Extension 6832.

D. STUDENT HEALTH CENTER

The Student Health Center (Extension 6598) is maintained to provide services for preventive medicine and health education, and is equipped to care for minor illnesses and injuries. A student requiring special attention is referred to a specialist by the attending physician, at the student's expense, or a personal physician may be called. Hospital care for a period of two weeks may be given when bed rest is a requirement for the recovery of the patient.

Detailed information regarding the Student Health Service and the Supplemental Health and Accident Insurance Plan are published in brochures available at the Health Center.

E. DIVISION OF STUDENT ASSISTANCE

Information concerning the following may be secured by calling Extension 6832 or 6989:

Educational Opportunity Program - for students from ethnic minority groups and low income families.

Upward Bound - for students from educationally disadvantaged backgrounds. Extension 6832

Special Services - for students with physical handicaps, from low income families, inadequate high school preparation, standard English as a second language, etc. Extension 6526.

* * * * * * * *

SECTION IV

ADVISEMENT

A. ADVISEMENT PROCESS

Each student should contact his Adviser (whose name is indicated on his Admission Evaluation Sheet) for completion of the Official Advisement Form prior to the beginning of registration. Advisers are notified as to the period assigned for advisement.

The Adviser should refer to the ACT student report from the Admission Evaluation Form prior to meeting with his student to work out his plan of study.

B. OFFICIAL ADVISEMENT FORM

This is an $8\frac{1}{2}$x11 form (in triplicate, with automatic carbon), which is filled in by the student and signed by the Adviser to show his approval of the student's program of work for that semester. The Adviser retains the yellow copy unless college regulations require a different procedure. College regulations specify the handling of the original (white) copy.

It is very important to list acceptable alternate courses in the space provided to aid the student during registration should certain courses be closed.

(Sample Advisement Form, page 24)

Once the official advisement form is complete, the student may copy the program onto the Number 2 official Enrollment Card after obtaining his registration materials, and print the Adviser's name in the space denoted.

The Number 2 card plus the signature of the Adviser on the pink copy of the Advisement Form should be used by the student in the registration process to obtain the Permit to Attend Class card.

(Samples of Number 2 card, and Permit to Attend Class card, page 25.)

The Permit to attend class card, properly stamped by the Registrar's Office, is to be turned in to the Instructor by the student at the first meeting of the class.

A student who does not submit a stamped Permit to attend class card should be referred to the Registrar to ensure proper registration.

UNIVERSITY OF NEVADA, RENO

OFFICIAL ADVISEMENT FORM

INSTRUCTIONS–Print full legal name (no nicknames). Contact your assigned faculty adviser to arrange an approved program of study. Approved alternate courses should be listed to expedite registration in the event first choice courses are not available.

It is each student's direct responsibility to register in courses approved by the adviser. Once official approval is obtained, the adviser's name may be printed on the No. 2 registration card.

REFER TO CATALOG FOR SPECIFIC REGULATIONS CONCERNING UNIVERSITY REQUIREMENTS

Name FROSH (Last) JOHN (First) EDWARD (Middle or Maiden) Date MAY 8, 1974

College ARTS & SCIENCE Major BOTANY

Classification FRESHMAN Probation: ☐ Yes ☒ No (Check One) G. I. Bill ☐ Yes ☒ No (Check One)

Dept.	Course No.	Section No.	Name of Course	Sem. Cr.	Time	M	T	W	Th	F	S
BIOL	101	001	GENERAL BIOLOGY	4	8	X		X		X	
BIOL	101	L01	" " LAB.	—	2-5	X					
ENGL	101	005	COMP. & RHETORIC	3	9	X		X		X	
FR	103	002	ELEM. FRENCH	3	10	X		X		X	
MATH	101	003	INTER. ALGEBRA	2	9		X		X		
P.ED	121	001	INTER. GOLF	1	1-4					X	
P.Sc	103	004	PRIN. OF AMER. CONST. GOV.	3	10		X		X		
P.Sc	103	D09	" " " " DISC.	—	11		X				

Total Credits 16

Alternate Courses

HIST. 111 3cr.
PSY. 101 3cr.

John C. Frosh
Student's Signature

Bob Jones
Adviser's Signature

DISTRIBUTION: WHITE – Dean's Copy
YELLOW – Adviser's Copy
PINK – Student's Copy

REC 210

100850 | FROSH JOHN EDWARD | 3 | 00 | 1 | N | 8 | M | F 71

OFFICIAL ENROLLMENT

PRINT ALL INFORMATION - DO NOT WRITE ABOVE THIS LINE

SCHOOL ADDRESS 1208 Ivy Street Reno, Nv TELEPHONE 322-6[illegible]

DEPARTMENT	COURSE NO.	SECTION	CRS	TIME	M	T	W	TH	F	S	INSTRUCTOR	APPROVALS	STATE IF REPEAT OR S/U	OFFICE USE
ENGL	101	001	3	8	X		X		X			ENG.		
MATH	107	003	3	9	X		X		X			MAB		
MIL	101	005	1	11		X		X				MT		
P.Sc	103	002	3	1	X		X		X			[illegible]	S/U	
P.Ed	120	003	1	10		X		X				dle		
FR	101	004	5	2	X	X	X	X	X			ant		

INSTRUCTIONS

1 PRINT COURSES AS APPROVED BY YOUR ADVISER

PRINT ADVISER'S NAME IN THE SPACE PROVIDED

TOTAL CREDITS THIS REGISTRATION 16

ADVISER'S NAME Harry Andrews

DD S12673

Number 2 Enrollment Card

NUMBER		COURSE TITLE	DEPARTMENT	COURSE NUMBER	SECTION	CREDITS

LAST NAME | FIRST | MIDDLE

CLASS: 1ST YR ☐ 2ND YR ☐ FR ☐ SO ☐ JR ☐ SR ☐ GR SP ☐ GR ST ☐

IF AUDIT CHECK HERE ☐

COLLEGE: AG ☐ HEC ☐ ABS ☐ BA ☐ ED ☐ ENGR ☐ MSCS ☐ MINES ☐ NURS ☐

5

UNIVERSITY OF NEVADA OFFICE OF ADMISSIONS AND RECORDS

PERMIT TO ATTEND CLASS

INSTRUCTIONS TO STUDENT
(READ CAREFULLY)

1. COMPLETE THE INFORMATION REQUESTED ABOVE.
2. SUBMIT THIS CARD AND YOUR COMPLETED REGISTRATION FORMS TO THE REGISTRAR'S STAFF FOR STAMPING.
3. GIVE STAMPED CARD TO TEACHER AT FIRST CLASS MEETING. FAILURE TO SUBMIT CARD DOES NOT TERMINATE ENROLLMENT.
4. EACH UNSTAMPED CARD IS VOID AFTER THE FINAL DATE FOR LATE REGISTRATION.

INSTRUCTIONS TO TEACHER
(READ CAREFULLY)

1. ACCEPT ONLY IF REGISTRAR'S STAMP APPEARS BELOW OTHERWISE, REFER STUDENT TO REGISTRAR'S OFFICE.

REGISTRAR'S STAMP REQUIRED HERE

DD S12342

Permit to Attend Class Card

SECTION V

REGISTRATION

A. TYPES OF REGISTRATION

Regular Day and Extended Day (after 4:00 PM) classes consist of regular classroom instruction offered by state-supported faculty, and are assigned section numbers 001-099.

B. REGISTRATION PROCESS

Registration materials are issued to each student by the Office of Admissions and Records preceding the registration period. Each student is responsible for registering in person on the date and at the time specified in the class schedule for each semester. The registration period is described in detail in the Class Schedule for the semester involved. These instructions should be read by the Adviser and the student's attention directed to them.

Advisers should note that certain registrations require special attention as described in the Class Schedule - audits, repeats, variable credit courses, Honors courses, graduate courses. Further, official admission to graduate study at UNR is required prior to registration in a course numbered 600-999.

A UNR Senior with an overall GPA of 2.5 or above who is within fourteen credits of completion of a baccalaureate degree and will graduate at the end of the current enrollment is eligible to register for graduate level courses as approved by the Adviser.

C. CHANGES OF REGISTRATION

After registration materials are filed with the Office of the Registrar, a student may add courses, change sections, or make changes between S/U and the regular grading system up to the close of the registration period. Proper forms are obtained from the Registrar's Office.

DROPPING COURSES

A student may drop a course any time prior to the last two weeks of a semester with the adviser's approval. Drops which occur at UNR after the first eight weeks require the teacher to indicate whether the student is passing or failing. If a student is passing, he receives a W, which has no effect upon his grades. If he is failing, he receives an F, which counts the same as an F received at the end of the semester. (Refer to Section VII - Grading System.)

The dropping of courses is not permitted during the last two weeks of a semester.

Forms (below) are obtained from the Office of the Registrar and must be signed by the Adviser.

UNR ADMISSIONS AND RECORDS
CHANGE OF REGISTRATION

STUDENT NUMBER	LAST NAME	FIRST	MIDDLE	COLLEGE	MAJOR	VETERAN YES ☐ NO ☒
10-18-50	FROSH	JOHN	EDWARD	5	23	

ADVISER'S APPROVAL REQUIRED FOR ANY CHANGE OF REGISTRATION — SIGNATURE Bob Jones DATE 2-3-74 — OFFICE USE DATE ISSUED 2-1-74

DEAN OF COLLEGE APPROVAL REQUIRED FOR EACH EXCEPTION TO ADD A COURSE OR CHANGE A SECTION AFTER THE CLOSE OF REGISTRATION. — REASON — SIGNATURE — DATE — DATE POSTED NO. S

	DEPT.	NUMBER	SEC.	CR.	TIME	INSTRUCTOR'S OR DEPARTMENT CHAIRMAN'S APPROVAL REQUIRED	C.C.
ADD	SOC	101	1	3	9MWF	SIGNATURE Bill White DATE 2-3-74	
DROP	MATH	107	3	3		INSTRUCTOR IS REQUIRED TO INDICATE ACADEMIC STATUS FOR EACH COURSE DROPPED AFTER THE NINTH WEEK. ☐ PASSING ☐ FAILING SIGNATURE DATE	FEE ☐ REFUND ☐

INSTRUCTIONS: Obtain approvals in the numerical order noted. A change of registration is official only when each applicable item is completed as required, any additional fees paid, and this form is filed in the Records office. Changes are not accepted during the final examination period. Copies are distributed to Student Affairs, Adviser, Dean and Instructor.

D. WITHDRAWAL FROM THE UNIVERSITY

A student wishing to withdraw from the University should obtain a Withdrawal Form from the Registrar's Office and appear for a terminal interview in the Office of Student Services. A withdrawal which occurs after the first eight weeks of the semester requires each instructor to indicate whether the student is passing or failing. The withdrawal is official only after the completed and signed

forms have been filed with the Registrar. A student who leaves the University without officially withdrawing receives a failing grade in all courses, unless the teacher concerned requested and an administrative W for the course during the semester based upon non-attendance of the student. (Sample Withdrawal Form on page 29)

E. INDEPENDENT STUDY (Correspondence)

Independent Study (Correspondence), Extension, and USAFI:

A maximum of 60 semester credits earned in acceptable independent study courses completed through a regionally accredited correspondence division (including USAFI) and/or in extension of off-campus courses may be applied toward a baccalaureate degree. The maximum for an associate degree is 30 semester credits.

USAFI courses completed by the group-study method may be accepted in accordance with the advanced standing regulations. USAFI credit earned by examination (or non-enrollment) is not acceptable.

UNIVERSITY OF NEVADA · RENO
OFFICE OF THE REGISTRAR
NOTICE OF WITHDRAWAL

Last Name ..... First ..... Middle ..... Birthdate .....

Mailing address .....

This student is entitled to a refund of any unused fees and deposits.

Remarks:

Registrar ..... Date .....

Controller's Office ..... Amount refunded .....

UNIVERSITY OF NEVADA · RENO
OFFICE OF THE REGISTRAR
OFFICIAL WITHDRAWAL

Last Name ..... First ..... Middle ..... Birthdate .....

Department	Course No.	Section	Passing Yes	Passing No	Instructor's Signature	OFFICE USE ONLY
						DATE
						No. 2
						Posted
						Distributed
						C.C.

College ..... Adviser .....

RBC 208

REQUEST TO WITHDRAW FROM UNIVERSITY

Last Name ..... First ..... Middle ..... Birthdate .....

INSTRUCTIONS: Contact the Student Services Office, Rm. 103, TSSC for a personal interview and assistance in finalizing your withdrawal from the University. Each required clearance signature must be obtained for each item checked and all charges due noted.

If withdrawal occurs after the first EIGHT weeks of the semester, each teacher must indicate if you are PASSING. A withdrawal is official only when this completed form is filed in the Registrar's Office. A student who leaves the University during the semester without officially withdrawing receives a FAILING grade for each course.

Withdrawals are not permitted during the last two weeks of the semester except for severe hardship cases involving illness, accident or similar emergency as approved by the student's Dean of College.

- ☐ Financial Aid .....
- ☐ Housing .....
- ☐ Library .....
- ☐ Traffic Dept. .....
- ☐ Chemistry .....
- ☐ ....
- ☐ Controller .....

Date ..... Interviewer's Signature, Office of Student Services

(over)

POLICY ON REFUNDS

Regular and Nondegree: Refund of consolidated fee (excluding ASUN), nonresident tuition, or credit hour fee is computed from the first day after registration day as follows:

Withdrawal During	Refund
1– 2 Weeks	75%
3– 6 Weeks	50%
7– 8 Weeks	25%
9–16 Weeks	None

Summer School and Special Programs: Students registered for six credits or less receive a refund of three fourths of the total fees if officially withdrawn from the University before the end of one-fourth of the total scheduled number of sessions. In cases of later official withdrawal no refund of fees is made.

Auditors: No refund upon withdrawal.

SECTION VI

ADVISEMENT OF STUDENTS NEAR GRADUATION

A. REQUIREMENTS FOR GRADUATION

A student may elect to graduate under the degree requirements of the year of admission and matriculation, or the year of graduation, but not under a combination of these.

To be graduated, each student must average at least 2 grade points for each semester credit attempted for a regular letter grade. This includes all courses repeated and excludes those courses resulting in marks of AD, I, S, U, and W.

In addition to the courses required by each department, school or college, the University requirements must be satisfied (See Section II, C, University Requirements).

The minimum number of credits required for an undergraduate degree is 64 for the Associate Degree and 128 for the bachelor's degree. Consult the University Catalog for the specific degree requirements for each college.

B. RESIDENT CREDIT REQUIREMENTS

A candidate for an Associate or Baccalaureate degree must complete the last 32 semester credits in uninterrupted resident credit (special examination or correspondence credits excepted) ON THE CAMPUS AS A REGULAR STUDENT IN THE COLLEGE OR SCHOOL FROM WHICH THE DEGREE IS EXPECTED.

See the University Catalog for exceptions applying to certain pre-professional programs and to students who have earned a minimum of three-fourths of their specified degree requirements in resident credit.

C. APPLICATION FOR GRADUATION

During the registration period TWO SEMESTERS before the expected date of graduation, each candidate for an Associate or Baccalaureate degree is required to submit a completed application for graduation to the assigned faculty Adviser for approval and forwarding to the Dean of the College. (Please note that the

Application for Graduation form requires carbon paper for copies.) This form (Sample, page 32) is available in the Office of Admissions and Records.

The main purpose of completing this form two semesters in advance is to make provision for the student to meet all of his remaining requirements. This is particularly important because some courses are taught only once a year.

The Dean of the College retains the application for reference until the beginning of the final semester and then forwards the approved application to the Registrar within the ten-day filing period.

The Registrar's Office will check the application to see that all requirements are met. The student and Adviser will be informed (usually about the middle of the semester) if there are any errors.

A candidate who does not graduate at the expected date MUST SUBMIT A NEW APPLICATION DURING THE REGULAR FILING PERIOD and pay an additional $2.50 diploma fee IF a diploma was ordered previously.

Graduation is possible in December, May, or August. Annual Commencement is in May.

D. GRADUATE PLACEMENT SERVICES

The UNR Placement Services provides a centralized placement and career counselling service to help potential graduates, graduate students, and alumni of the University secure professional employment in business, industry, government, or education. Students should be referred to this office for further details.

Contact Graduate Placement Office, Extension 6586.

Advisers also, through their professional contacts, can often help students find worthwhile opportunities.

* * * * * * * * *

THE UNIVERSITY OF NEVADA·RENO

ADMISSIONS AND RECORDS

APPLICATION FOR GRADUATION

Sept. 30, 1970
Date of Application

INSTRUCTIONS: Read the reverse side before completing in triplicate. Please type or print.

FULL LEGAL NAME FROSH (Last) John (First) Edward (Middle or Maiden) Birthdate 10-08-50

PRESENT ADDRESS 1208 Ivy Street Reno, Nv Zip Code 89502

PERMANENT ADDRESS 1208 Ivy Street Reno, Nv Zip Code 89502

PROPOSED GRADUATION DATE June 1971 NAME OF DEGREE B.A. in Education

COLLEGE Education MAJOR Elementary Education MINOR ----

CATALOG REGULATIONS TO BE SATISFIED: (check one) Year of Admission _____, Year of Graduation X

LIST ALL REMAINING GRADUATION REQUIREMENTS IN SEQUENCE INCLUDING THE CURRENT REGISTRATION:

Dept	Course Number	Course Title	Cr.	Registration Period			Check Type of Requirement		
				Fall	Spring	Summer	Univ.	Coll.	Elect.
Engl	331	Backgrounds of Engl Lit	3	X					X
Engl	413	History of the Language	3	X				X	
Engl	465	Shakespeare	3		X			X	
CAPS	440	Counseling & Guidance	3		X			X	
ESED	351	Supvsd. Teaching Elem Grades	8		X			X	
ESED	481	Special Prob in Education	3	X				X	

FOR COMPLETION BY UNIVERSITY OFFICIALS (see instructions on reverse side)

UNIVERSITY REQUIREMENTS SATISFIED BY: English 101-102, U.S. Constitution Hist 111

Nevada Constitution Hist 111, Physical Education 3 sem, Military Science Mil 101

UPPER DIVISION CREDITS: Required 40, Completed 23, Remaining 17

TOTAL CREDITS FOR DEGREE: Required 124, Completed 100, Remaining 24 + required courses

NEGATIVE GRADE POINTS: Overall None, Major _____ (if applicable)

RESIDENT CREDIT REQUIREMENT SATISFIED: Yes, upon completion X, No ____

List any officially approved substitutions or waivers of University requirements:

List any special college requirements to be rechecked upon completion of final registration:

THIS CERTIFIES THAT ALL DEGREE REQUIREMENTS HAVE BEEN PROVIDED FOR ABOVE.

Harry Andrews 11/1/70 Willard Cooper 11/2/70 Tom Adams 11/3/70

Adviser's Signature Date Dean's Signature Date Department Chm. Signature Date

DISTRIBUTION: WHITE - Registrar, BLUE - Dean, GOLD - Student, PINK - Adviser

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SECTION VII

GRADING SYSTEM

A. GRADING SYMBOLS

A The highest grade: An A is given for work of exceptional quality. Each credit earned with a grade of A carries four grade points.

B Is awarded for better than average work. Each credit earned with a grade of B carries three grade points.

C Represents average, or passing work. Each credit earned with a grade of C carries two grade points.

D Is the lowest passing grade for which credit is allowed. One grade point for each credit earned.

F Means failure and receives no credit or grade points. Failed courses count as credits attempted.

S/U indicates satisfactory or unsatisfactory performance in non-credit courses, completed graduate course involving thesis or dissertation, and those courses offered with this grading option.

S Indicates achievement equivalent to an A, B, or C
U represents D or F performance
Neither S nor U is assigned a grade point value

A baccalaureate student may earn a maximum of 30 semester credits in courses graded on an S/U basis, subject to the approval of each individual college. An associate degree student may earn a maximum of 15 semester credits.

A transfer student with more S or U credits than allowed by University policy is ineligible for additional S/U registration, except for required courses offered on an S/U basis only.

AD Indicates Audit and is given when a student registers for a course for no credit

W signifies the dropping of a course, or withdrawal from the University, with passing grades, and is not included in the grade point average. After the first eight weeks of the semester, an F is given to each student who is failing at the time of dropping of a course or withdrawing from the University.

The administrative "W" procedure is currently under review and will be publicized by special notification to the teaching faculty.

I is a neutral mark and means incomplete. An I is given when a student is performing satisfactory work, but for a reason beyond his control is unable to complete the required work for the course during the semester or term.

An I is excluded in the computation of the grade point average.

Prior to filing the final grade reports with the Registrar, each instructor is required to submit on the back of the grade report:

The reason for giving each I
The work to be done to complete the course
The approximate grade of the student at the time the I is given
The approval of the department chairman

An I that is not removed in one calendar year from the date of issuance remains an I indefinitely unless removed by repeating the entire course.

An Incomplete is made up when the student completes the outstanding work within the required time and the instructor submits to the chairman of the department and the Registrar the proper form certifying the completion of the course with the proper grade assignment. (Sample on page35)

Repeat A passed course may be repeated to gain additional grade points provided proper registration occurs. These courses are marked "repeat" and additional credit cannot be earned.

B. CHANGES IN GRADES

After the final grades are filed in the Office of the Registrar, a grade may normally be changed only to correct a clerical error within six months of date of issuance. For these changes, the instructor must file with the Office of the Registrar a completed change of grade form approved by the Chairman of the department and the Dean of the College. (Sample, page36)

A student may challenge a final grade in a course through the instructor, department chairman, and the department appeals board. If consultation with the instructor does not resolve the problem,

UNIVERSITY OF NEVADA · RENO
ADMISSIONS AND RECORDS

CHANGE OF GRADE

SAMPLE

REGULATIONS: Each instructor is responsible for determining and submitting final grades for filing with the Registrar where they become a part of the official records of the University. The grades shown on each student's record are considered final unless the Registrar is notified within six months of the date of issuance.

After the final grades are filed with the Registrar, a grade may be changed only to correct a clerical error. These changes require the instructor to file a completed Change of Grade form approved by the chairman of the department and the dean of the college.

TO REGISTRAR: The following grade change is requested in accordance with the above regulations to correct a clerical error in the reporting of final grades:

Frosh	John	Edward	10-18-50	Educ.
Last Name	First	Middle	Birthdate	College

1208 Ivy Street, Reno, Nv		89502	
Current Mailing Address	City	State	Zip Code

Mus.	121	.001	Spring	1971
Dept.	Course No.	Sec. No.	Semester	Year

C (Erroneous Grade) to B (Correct Grade)

L G Brown — 6/28/71
Instructor — Date

Joseph Tyrrell — 7-1-71
Department Chairman — Date

Michael Hoover — 7-2-71
Dean of College — Date

FILE COMPLETED FORM IN THE OFFICE OF ADMISSIONS AND RECORDS

Date Posted: Record _____ Grade Sheet _____ By _____

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ADMISSIONS AND RECORDS

REMOVAL OF INCOMPLETE

INSTRUCTIONS: Regulations are printed on the reverse side and should be read carefully prior to completing this form.

FROSH, JOHN EDWARD 10-08-50
Last Name First Middle Birthdate

1208 IVY ST. RENO NV 89502
Current Mailing Address City State Zip

is eligible to make up an "I" received SPRING (Semester) 19 71 (Year).

HIST 217 001 3
Department Course Number Section Number Semester Credit

Final date to remove incomplete JANUARY 19, 1972

Remarks

Date 10-18-71 Registrar Susan Clark

FINAL GRADE CERTIFICATION

To The Registrar:
This is to certify the student named above has completed the requirements for the course listed with a final grade of B.

W.C. Shipman 10-24-71
Instructor's Signature Date

Joe Sengraves 10-25-71
Department Chairman's Approval Date

Joseph L. Jones 10-26-71
Dean's Approval Date

THE COMPLETED FORM MUST BE FILED IN THE OFFICE OF ADMISSIONS AND RECORDS

Date Posted: Perm. Record _____ Grade Sheet _____ By _____

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REGULATIONS GOVERNING THE INCOMPLETE

POLICY: An "I" is a neutral mark that is given when a student is performing satisfactory work in a course, but, for a reason beyond his control, is unable to complete the required work during the semester or term. Examples of acceptable reasons include unexpected illness or accident, while nonattendance or lack of performance are considered to be unacceptable reasons.

Prior to filing the Final Grade Class Lists with the Registrar, each instructor is required to submit on the back of the class list (1) the specific reason for giving each "I", (2) the work to be done to complete the course, (3) the approximate grade of the student at the time the "I" is given and (4) obtain the approval of the departmental chairman. An example of acceptable outstanding work includes a missed final examination due to illness or accident. Repetition of the entire course to make up sizeable portions of a class is not acceptable.

An "I" that is not removed in ONE CALENDAR YEAR from the date of issuance remains an "I" indefinitely. Credit may then be earned only by reregistration and the satisfactory completion of the course.

PROCEDURE: An "I" **that is given in accordance with the stated policy** may be removed within the first calendar year as follows:

1. The student is directly responsible for requesting the issuance of the removal of incomplete form from the Registrar's office.
2. For each eligible student, the Registrar forwards the proper form directly to the instructor for completion.
3. The instructor is responsible for properly completing the form and obtaining the signatures of the department chairman and dean of the college prior to filing in the Registrar's office.

the student may then submit a written appeal to, and have a consultation with, the department chairman. The student may request a hearing before a department appeals board composed of faculty and students. A record of each hearing must be sent to the Deans of the Colleges of the instructor and the student involved. The instructor is responsible for filing the appropriate grade with the Registrar.

For changes in I grade, see above, Section A - Grading Symbols.

C. SCHOLASTIC PROBATION

CONDITION: A student is placed on scholastic probation at any time the following occur:

1) The cumulative grade point average is below 2.0

2) The grade point average for each of two consecutive semesters is below 2.0 even though the cumulative average is 2.0 or above

3) The grade point average for any semester is below 1.0

RESTRICTION: The credit load of a student on probation is determined in consultation with the Adviser and, when necessary, the Dean of the school or college.

RELEASE FROM PROBATION: Occurs when the student has reduced the deficiency to a 2.0 cumulative grade point average. A student who had an overall 2.0 grade point average or above at the time of probation is off probation at the end of the semester in which a 2.0 average or above is obtained.

D. ACADEMIC SUSPENSION

A student deficient 15 or more grade points at the end of any semester is suspended from the University. A student on suspension may not register during the fall or spring semester in any course which involves classroom instruction for credit. Non-credit or audit enrollment is permitted.

To qualify for readmission a student must earn a minimum of six acceptable semester credits if on first suspension, or twelve acceptable semester credits if on second suspension, with a 2.50 GPA or above. These credits may be earned in correspondence

study, Summer School, or at another regionally accredited educational institution. A student readmitted after suspension is on probation. Second suspension occurs whenever the GPA at the end of any semester is less than 2.0 and total grade point deficiency is 15 or more.

READMISSION PROCEDURE

A student under academic suspension may apply for readmission whenever the credit and grade requirements are satisfied as stated. An application for Readmission must be submitted to the Director of Admissions at the appropriate times (contact the Office of Admissions, Extension 6868 for dates.)

If the student attended another educational institution after being suspended from the University, an official transcript must be submitted for evaluation. The $3 transcript evaluation fee is payable by check or money order and must accompany the application.

Applications for readmission are available upon request from the Office of Admissions and Records in Clark Administration Building.

E. ACADEMIC DISQUALIFICATION

A student readmitted after a second academic suspension is on probation. Disqualification occurs whenever the grade-point average at the end of any semester is less than 2.0 and the total grade-point deficiency is 15 or more. When the grade-point deficiency is reduced to minus 14 or less, the regular probation and disqualification rules apply.

A disqualified student may register only as an auditor or in a non-credit course. After a period of two years from the date of disqualification, the student may apply for readmission by filing a letter of appeal with the Office of Admissions. Each case is considered on its own merits and no individual case is considered as establishing precedent.

If the student's appeal is upheld, registration for credit is authorized in Summer School, or correspondence study, at UNR. Upon completion of 12 or more acceptable semester credits with an overall GPA of 2.5 or above, the student qualifies for readmission on probation.

* * * * * * * * *

SECTION VIII

CHANGES IN COLLEGE, MAJOR, ADVISER, NAME

A. CHANGE OF COLLEGE, MAJOR, ADVISER

A student may change college, major, or Adviser by obtaining the proper form in the Registrar's Office or from the Dean of the College, and securing the required signatures.

While these changes are a student's privilege, the Adviser should be sure the student has considered the total implications. Newly admitted students should be encouraged to remain in the college and major with the adviser assigned during admission, and complete at least one semester to have enough time to acquire factual information to make an objective decision.

IT IS IMPORTANT FOR THE STUDENT'S SAKE THAT THE CHANGE BE MADE OFFICIALLY SO THAT THE REQUIREMENTS OF THE NEW PROGRAM MAY BE WORKED OUT AS SOON AS POSSIBLE.

For the procedure to follow see the Sample Form on page 40.

B. CHANGE OF NAME

A student may effect a change of name by completing a change of name form in the Registrar's Office and submitting a copy of the supporting document.

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CHANGE OF

COLLEGE – MAJOR – ADVISER

INSTRUCTIONS

Indicate the appropriate change. After this card has been approved by the offices concerned, file with the Office of the Registrar.

If the change occurs during the regular registration period, insert this card in the registration packet and file with the office of the Registrar.

OFFICE USE ONLY

COLLEGE	MAJOR	CLASS

ADVISOR _____

DATE PROCESSED

Computing Center	Registrar's Office

FROSH, JOHN EDWARD 10-08-50

LAST NAME FIRST MIDDLE BIRTHDATE

CHANGE OF COLLEGE

RELEASED FROM A & S. ACCEPTED TO Educ

Howard James 9/1/71 Albert Harper 9/1/71

DEAN'S APPROVAL DATE DEAN'S APPROVAL DATE

CHANGE OF MAJOR

RELEASED FROM undecided ACCEPTED TO Elem Educ.

Bob Schmidt 9/1/71 George Swarts 9/1/71

APPROVED BY DATE APPROVED BY DATE

CHANGE OF ADVISER

NEW ADVISER Andrews

Bob Schmidt 9/1/71 EFFECTIVE Fall 1971

APPROVED BY DATE SEMESTER OR TERM

INSTRUCTIONS TO THE STUDENT

CHECK THE CHANGE(S) DESIRED AND PRINT YOUR BIRTHDATE AND NAME ON THE TOP LINE.

CHANGE OF COLLEGE

1. Obtain a transcript of your academic record from the file of the dean of the college to which you are currently assigned. Take the transcript to the dean of the college into which you wish to transfer for review, signature (if approved) and the assignment of a major and adviser.
2. If accepted in the new college, obtain the release signature from the dean of the college from which you are transferring and request that the dean's and adviser's copies of your file be forwarded to your new dean.

CHANGE OF MAJOR AND/OR ADVISOR

Contact the dean of your college for instructions concerning a change of major or adviser.

THE DEAN'S OFFICE SHOULD FORWARD THE COMPLETED FORM TO THE REGISTRAR'S OFFICE FOR OFFICIAL PROCESSING TO THE STUDENT'S RECORD.

SECTION IX

COMMUNITY COLLEGE/UNIVERSITY ARTICULATION POLICY

ARTICULATION PROGRAMS

The University of Nevada System Articulation Board has been established to review and evaluate current articulation policies and to formulate additional policies as needed. The decisions of the Articulation Board are final, subject only to appeal through the Chancellor to the Board of Regents. This Board has the continuing responsibility for Community College/University relationships.

Although the Community College/University Articulation Policy is not reproduced here in its entirity, there are some portions that are pertinent to advisers of transfer students. These are included here to enable the Adviser and student to make the transition from Community College to University as smooth as possible.

For a copy of the Community College/University Articulation Policy or for additional information, contact the Chancellor's Office, Extension 4901.

A. CURRICULUM PLANNING

A student who transfers within the System from a Community College to the University may choose one of three catalogs to satisfy the baccalaureate graduation requirements.

1. The catalog in effect for the year of admission to the Community College--provided enrollment is continuous within the System until the completion of the bachelor's degree.

2. The catalog effective for the year of admission to the University.

3. The catalog effective for the year of graduation from the University.

   A combination of the various catalog requirements is not permitted.

Credit completed within the University of Nevada System does not constitute an interruption of the resident credit regulation in satisfying the minimum on-campus resident credit requirement for graduation.

B. CONCURRENT REGISTRATION

University of Nevada System policy permits students to register concurrently in courses at more than one Division within the System.

Each student who plans a concurrent registration is personally responsible for obtaining the advance written approval of the assigned faculty adviser or counsellor at the home institution to assure the course(s) are applicable towards satisfying the degree requirements.

The maximum combined concurrent registration load in any one semester is determined by the adviser and the Dean of the College (or equivalent) of the student's home institution offering the degree or program sought.

C. ADVISING, COUNSELLING, AND OTHER STUDENT PERSONNEL SERVICES

The effectiveness of Community College and University academic Advisers and Counsellors is often seriously impaired because they lack specific information of various types. In order to assist students in evaluating their general progress and the appropriateness of their educational objectives, systematic procedures need to exist which provide academic Advisers and Counsellors with current information on a continuing basis in each of the following areas:

1. Course Status - the courses which are accepted at the University in satisfaction of specific requirements.

2. Curriculum Change - what changes in curriculum have been made or are projected?

3. Requirements for Admission and Upper Division Standing.

4. Student characteristics at University Divisions - In order to assist students in the selection of an appropriate University Division, Advsiers should be aware of the significant differences between University Divisions.

5. Performance of Transfers - Advisers need to be well informed about the success and failure of former students who have transferred to University Divisions.

6. Student Services - Counsellors and academic Advisers need to be well informed about student services available at the University Division serving their transfers. These are outlined in other sections of this Manual.

* * * * * * * * *

THE UNIVERSITY OF NEVADA·RENO

ADMISSIONS AND RECORDS

QUALIFYING PROGRAM INFORMATION

The Qualifying Program provides a limited number of Nevada residents who do not satisfy the minimum academic requirements for University admission an opportunity to be considered for admission on probation for full-time study for two semesters.

Selection for acceptance into the program is determined by a special Qualifying Program Selection Committee appointed by the President.

To be considered for the Qualifying Program, an applicant must have been denied admission after filing an application and all supporting credentials with the University Office of Admissions.

Specific Selection Criteria include:

1. Each applicant must be a graduate of an accredited high school or possess the GED equivalent (ACT scores may be substituted for GED scores).
2. The applicant is responsible for obtaining three structured letters of recommendation, at least one of which should be from a former teacher, counselor or principal of the last high school attended or the diploma granting institution; or if the applicant has been out of school for a period of more than two years, at least one recommendation should be from a former employer.
3. Completion of a structured written statement form by each applicant to include educational and vocational goals.
4. Appearance for a personal interview, if requested.
5. Priority is given to mature women who have had an interruption in their educational training and to military service veterans.
6. Significant applicant characteristics include:
    a. An indication of significant achievements since leaving school.
    b. Evidence of the necessary motivation to succeed.
    c. The capability and readiness to be successful in University-level study.
    d. A statement of educational and/or occupational goals.

Applicants admitted to the Qualifying Program are eligible for financial aid consideration and special services, i.e., counseling, advisement, tutoring, reading and study skills. The probationary admission status is effective for two consecutive semesters unless an exception is authorized by the Selection Committee. A student who successfully completes 24 semester credits of baccalaureate-level courses with an overall "C" average or above is removed from probation and encouraged to select an appropriate major. Each student is subject to the University regulations governing probation and suspension.

Individuals wishing to be considered for acceptance into the Qualifying Program should contact the Office of Admissions for the special recommendation and written statement forms.

THE UNIVERSITY OF NEVADA·RENO

ADMISSIONS AND RECORDS

EARLY ADMISSION AND REGISTRATION INFORMATION FOR HIGH SCHOOL STUDENTS

General Policy: The Revised Early Admission Program (REAP) is a 1973 modification of the University Superior Student Program. REAP provides an early educational opportunity for high school seniors who have demonstrated above average achievement through their junior year. Operationally, the program functions at two levels:

1. Early Admission: An individual who satisfies the GPA and ACT requirements (1 and 2) and files a regular application may be officially admitted to the University to begin attending the first instructional period following high school graduation.
2. Early Admission and Registration: An individual who satisfies requirements 1 through 7 and files an application may be granted Early Admission with registration privileges in University courses prior to high school graduation.

Requirements for Early Admission and Registration:

1. An overall high school GPA of 2.5 or higher (A=4.0) upon completion of seven semesters, or 3.0 or higher after six semesters--the end of the junior year.
2. American College Test Composite score of 21 or above.
3. Be within three units of high school graduation.
4. Be enrolled or approved for enrollment in the courses that will satisfy high school graduation requirements as certified by secondary school officials. An approved student who ceases attending high school becomes ineligible to continue in University courses. Registration will be cancelled upon the recommendation of the high school principal or counselor.
5. A personality record showing mature adjustment patterns.
6. Parental approval.
7. Principal's or counselor's recommendation.

Regulations for Early Admitted Students with Registration Approval:

1. The admission and registration procedures are the same as for regular University freshmen, including the assignment of a special college adviser.
2. The regular per credit fee is payable upon registration.
3. Registration may occur in any course for which the individual is qualified subject to the approval of the adviser and the department offering the course.
4. A maximum of 18 semester credits may be earned prior to high school graduation.
5. A maximum of six credits may be earned per semester or during a summer instructional period. Exceptions require the advance approval of the Director of Admissions.
6. University correspondence courses are available to those who cannot attend on campus.
7. The general University regulations apply to all students.

Application Procedure:

1. Complete a regular Application for Admission (including the medical examination and $10. fee) and forward to the Office of Admissions.
2. Request your counselor or principal to forward your official high school transcript and American College Test (ACT) scores.
3. If registration in University-level courses is desired prior to graduation:
   a. Complete Part I of the reverse side and obtain your parent's approval.
   b. Request your counselor or principal to complete Part II and forward the form with your transcript and test scores.

Each applicant receives written notification of the action taken.

Specific inquiries should be directed to the Office of Admissions, 784-6866.

THE UNIVERSITY OF NEVADA·RENO

ADMISSIONS AND RECORDS

CREDIT BY EXAMINATION

There are three types of examinations approved for earning University credit:

1. College Board Advanced Placement Examinations (CBAPE).
2. College-Level Examination Program (CLEP).
3. Special Examinations administered by an academic department.

The maximum number of credits that may be earned in any combination of these examinations is:

1. 30 semester credits for an associate degree.
2. 60 semester credits for a baccalaureate degree.

Credit earned by examination does not apply toward satisfying the University resident credit requirement.

College Board Advanced Placement Examinations (CBAPE)

Credit is granted for the satisfactory completion of available examinations with scores of 3, 4 or 5 subject to validation by the appropriate academic department. Since these examinations are primarily for students who complete advanced courses in high school, each interested individual must contact College Board Advanced Placement Examinations, Box 977, Princeton NJ 08540 to register for the examination(s) desired. A fee of $22 for each examination must be sent with the registration materials by April 1 for the examination(s) which are administered annually in May. College Board must be requested to send the corrected examination(s) and score(s) directly to the University of Nevada, Reno, Office of Admissions and Records, Reno NV 89507 for evaluation in receiving University-level credit.

College-Level Examination Program (CLEP)

Credit is granted for the satisfactory completion of general and subject examinations with scores of 500 or above:

1. Six semester credits for each of the five general examinations.
2. Three semester credits for each of the subject examinations.

(The examination(s) should be completed before an individual enrolls at the University of Nevada and must be completed prior to the end of the second semester in resident study at the University.)

Each interested individual may contact the Director of Counseling and Testing, University of Nevada, Reno, Reno NV 89507 to arrange for local testing. The fees are $5 for each general examination and $10 for each subject examination. Arrangements may be made to take the examinations at one of the national testing centers by contacting the Program Director, College-Level Examination Program, Box 977, Princeton NJ 08540. The fees are $15 for one, $25 for two to five general examinations, and $15 for each of the subject examinations. Military personnel may contact the Base Education Center, or the Director, United States Armed Forces Institute (USAFI), Madison WI 53713 to obtain testing information. The University of Nevada, Reno, Office of Admissions and Records, Reno NV 89507 must be listed to receive score(s) of the completed examinations for evaluation in receiving University-level credit.

Special Departmental Examinations

A REGULAR currently registered UNR student, not on probation may earn credit for a course(s) listed in the University catalog by satisfactorily completing a special examination(s) administered by the department offering the course. In general, the examination(s) must be completed during the first year in which registration occurs at the University and senior students are ineligible for these examinations.

Application forms which contain the specific regulations and approvals required are available to eligible students upon request in the Office of Admissions and Records. A fee of $10 per course is payable to the University Controller prior to each examination. The completed examination and the final grade must be submitted by the instructor to the Registrar for University credit to be received.

Additional Information

Specific questions regarding credit by examination policies and procedures should be directed to this office.

UNIVERSITY OF NEVADA
RENO 89507

FACULTY SENATE
CLARK ADMINISTRATION BUILDING

(702) 784-6527

August, 1975

ADVISER'S MANUAL

Introduction

This fifth edition of the University of Nevada, Reno Adviser's Manual is an updating of the previous edition. As in the past, the Manual is designed to aid the Adviser and put a great deal of pertinent information at his immediate disposal. Copies of commonly used forms, detailed information, and sources of additional information and help are included. Of particular interest to Freshman advisers will be the new Freshman Advisement Schematic following the Table of Contents.

The Manual is organized primarily in terms of the normal sequence of steps an Adviser may follow, and is designed to assist in interpreting information provided about advisees. It deals with general University requirements only. College and departmental requirements are published annually in the University General Catalog in their specific sections.

Advisement is an increasingly important part of the normal workload of every member of the teaching faculty. As curricula become more flexible and tailored to individual needs, fewer specific courses are required overall, and more expert advisement becomes necessary. It is necessary that faculty provide a specific time during advisement periods when students may contact them for help. The responsibility of the student is to plan a tentative course program in sufficient detail that the Adviser may check its feasibility, and fulfillment of requirements. However, it should be recognized that beginning students especially may not be able to select courses with confidence, and the Adviser should be willing to devote extra time to help them. Advisers should also be available at specific times during the semester for subsequent consultations if necessary.

A section dealing briefly with the Community College/Articulation Policy as it pertains to advisement is included. As in the past, information concerned with admission is not generally discussed, since the job of advisement begins after the student has been admitted.

Once again, the Adviser is encouraged to reflect on the appropriateness of this document, and to send comments and suggestions to the Faculty Senate Office, Clark Administration Building. Your suggestions will benefit later editions of the Manual.

Submitted by the Committee for
Faculty Information and Documentation,
Faculty Senate, UNR.

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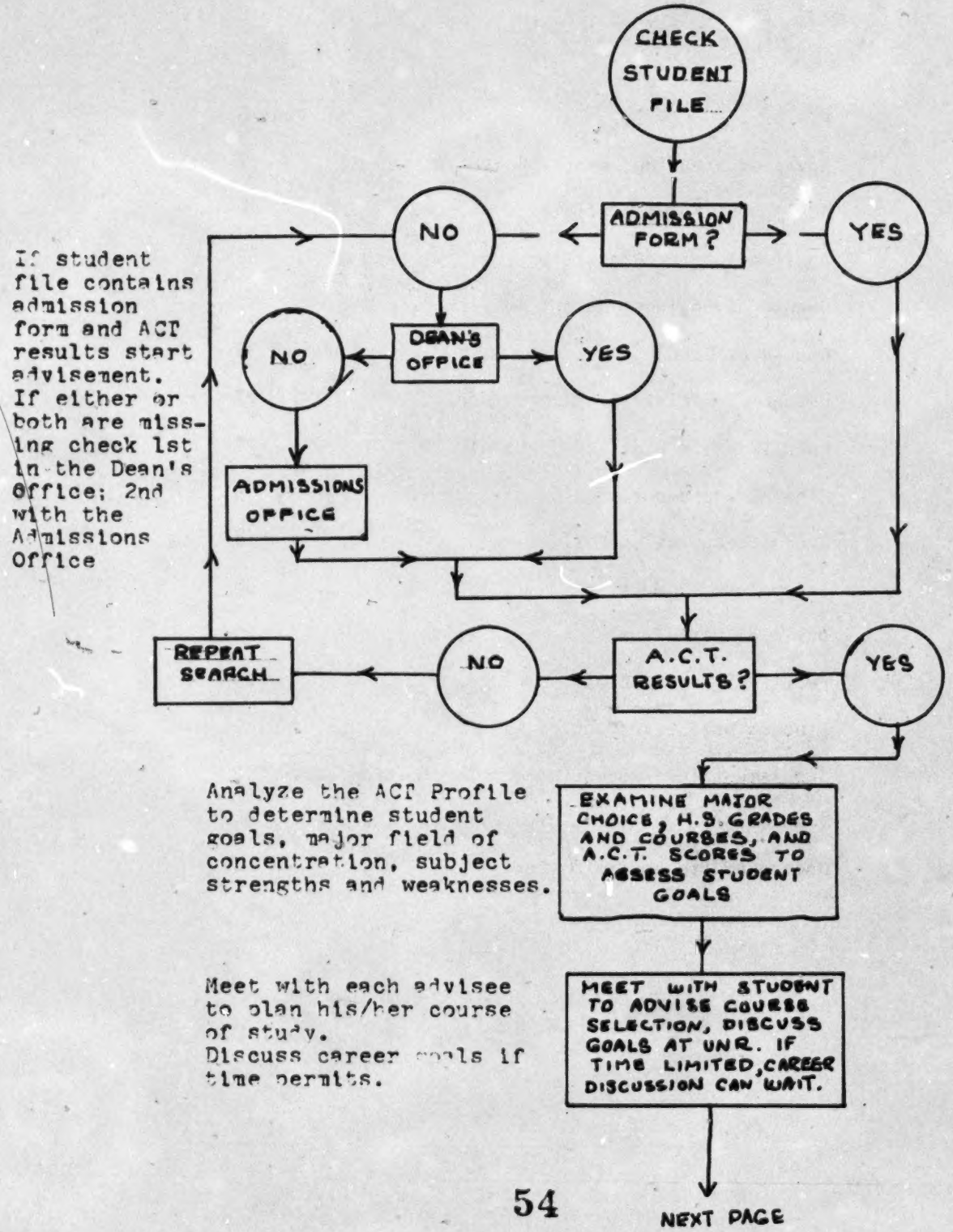
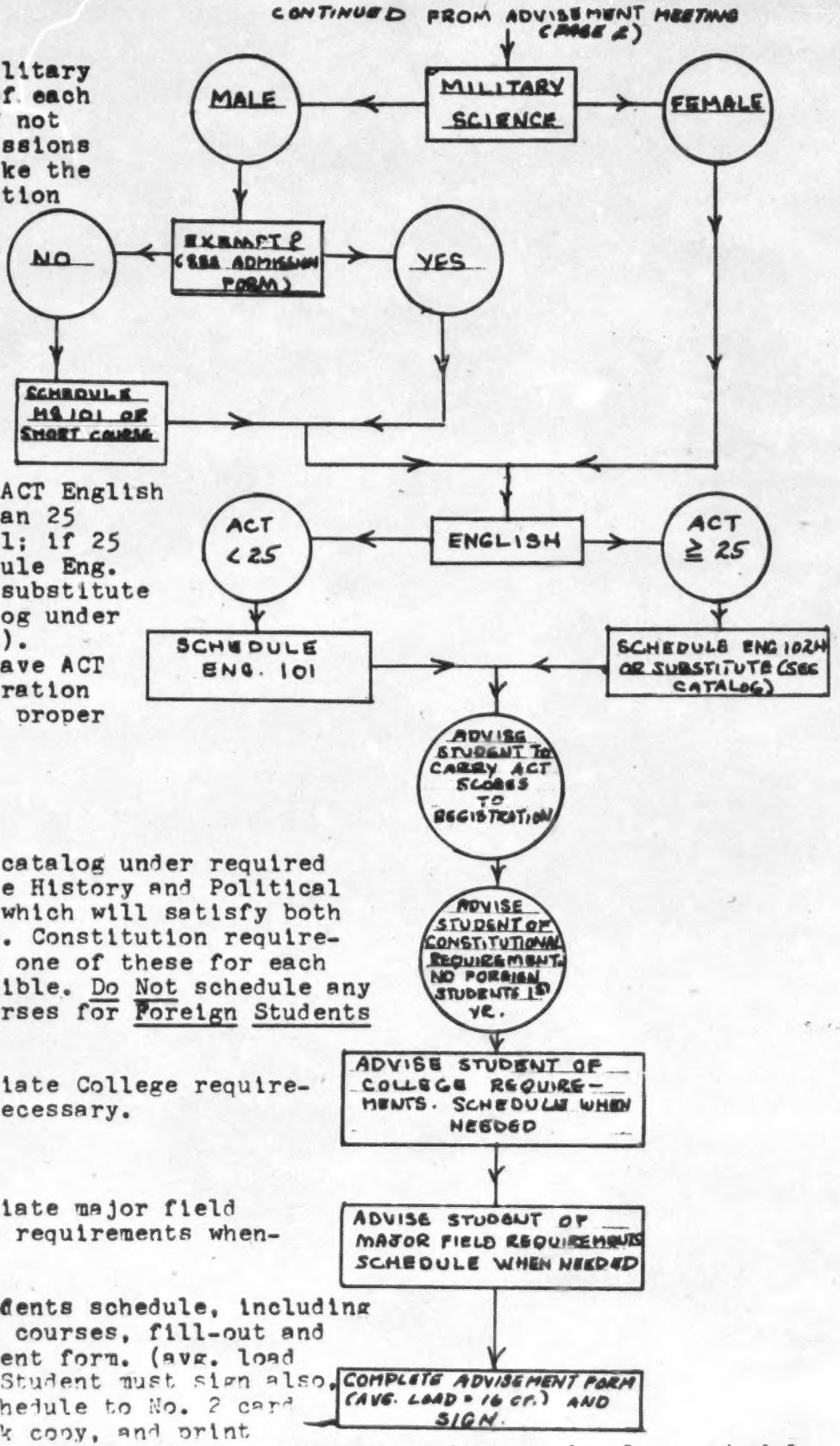
NEW FRESHMAN ADVISEMENT



If student file contains admission form and ACT results start advisement. If either or both are missing check 1st in the Dean's Office; 2nd with the Admissions Office

Analyze the ACT Profile to determine student goals, major field of concentration, subject strengths and weaknesses.

Meet with each advisee to plan his/her course of study.
Discuss career goals if time permits.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MILITARY SCIENCE
MALE
FEMALE
EXEMPT? (SEE ADMISSION FORM)
NO
YES
SCHEDULE MS 101 OR SHORT COURSE
ENGLISH
ACT < 25
ACT ≥ 25
SCHEDULE ENG. 101
SCHEDULE ENG 102H OR SUBSTITUTE (SEE CATALOG)
ADVISE STUDENT TO CARRY ACT SCORES TO REGISTRATION
ADVISE STUDENT OF CONSTITUTIONAL REQUIREMENT. NO FOREIGN STUDENTS 1ST YR.
ADVISE STUDENT OF COLLEGE REQUIREMENTS. SCHEDULE WHEN NEEDED
ADVISE STUDENT OF MAJOR FIELD REQUIREMENTS SCHEDULE WHEN NEEDED
COMPLETE ADVISEMENT FORM (AVG. LOAD = 16 CR.) AND SIGN.

Determine the military science status of each male advisee. If not exempt (see Admissions Form) he must take the Military orientation course or MS 101 (see Orientation brochure).

If the students ACT English score is less than 25 schedule Eng. 101; if 25 or greater schedule Eng. 102 Honors or a substitute (see Univ. catalog under required courses). Student should have ACT scores at registration for placement in proper English class.

Check the Univ. catalog under required courses for those History and Political Science courses which will satisfy both the U.S. and Nev. Constitution requirements. Schedule one of these for each student, if possible. Do Not schedule any constitution courses for Foreign Students the first year.

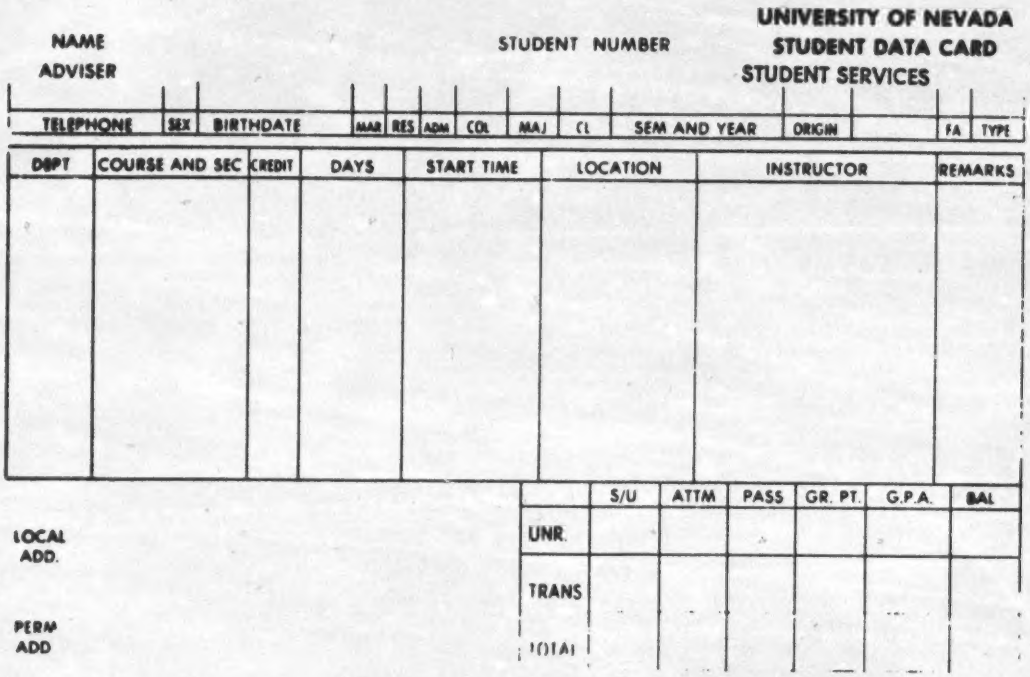
Schedule appropriate College requirements whenever necessary.

Schedule appropriate major field of concentration requirements whenever necessary.

Complete the students schedule, including 1 or 2 alternate courses, fill-out and sign the Advisement form. (avg. load is 16 credits). Student must sign also, must transfer schedule to No. 2 card from his/her pink copy, and print Advisor's name on the No. 2 card. BE SURE student reads class schedule for appropriate registration time.

STUDENT DATA CARD

Issued by the Records Office following the registration period. The Adviser should check it against the Official Advisement Form. If the program differs significantly, the Adviser should contact the student for a conference, and require the necessary adjustments to be made.



NAME
ADVISER
STUDENT NUMBER
UNIVERSITY OF NEVADA
STUDENT DATA CARD
STUDENT SERVICES

TELEPHONE	SEX	BIRTHDATE	MAR	RES	ADM	COL	MAJ	CL	SEM AND YEAR	ORIGIN		FA	TYPE

DEPT	COURSE AND SEC	CREDIT	DAYS	START TIME	LOCATION	INSTRUCTOR	REMARKS

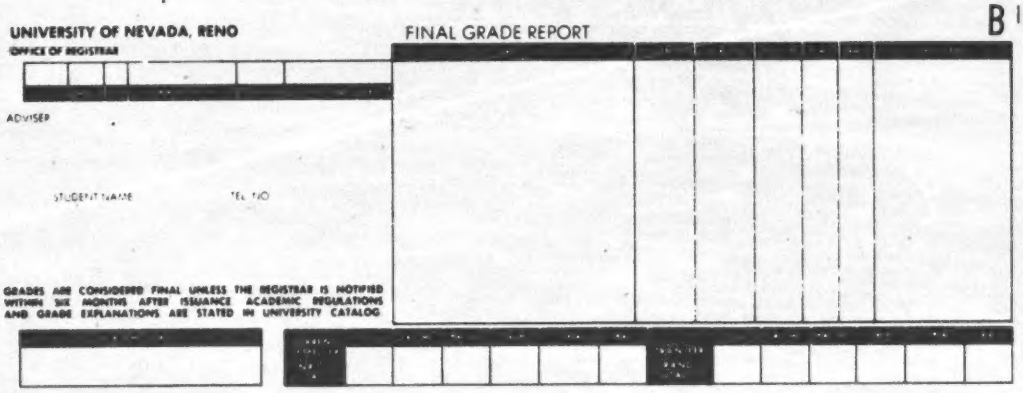
	S/U	ATTM	PASS	GR. PT.	G.P.A.	BAL
UNR.						
TRANS						
TOTAL						

LOCAL ADD.

PERM ADD

FINAL GRADE REPORT

Is sent to the Adviser at the close of each semester showing the grades earned that semester, and the current academic standing of the student. Final Grade Reports may be discarded after comparison with the Annual Transcript.



UNIVERSITY OF NEVADA, RENO
OFFICE OF REGISTRAR

FINAL GRADE REPORT

B

ADVISER

STUDENT NAME TEL NO

GRADES ARE CONSIDERED FINAL UNLESS THE REGISTRAR IS NOTIFIED WITHIN SIX MONTHS AFTER ISSUANCE. ACADEMIC REGULATIONS AND GRADE EXPLANATIONS ARE STATED IN UNIVERSITY CATALOG

UNIVERSITY OF NEVADA · RENO

Admissions and Records

SUPPLEMENTAL PERMANENT RECORD INFORMATION

TO .....

.....

DISTRIBUTION
Dean of College
Dean of Students
Adviser
Instructor Concerned
Controller's Office
Student

Last Name | First | Middle | Birthdate | College

- ☐ Correspondence Credit
- ☐ Special Examination Credit
- ☐ Makeup of Incomplete
- ☐ Change of Grade
- ☐ Repeat
- ☐ Cancellation
- ☐ Withdrawal
- ☐ Change of College
- ☐ Change of Name
- ☐

REMARKS:

SAMPLE

NEW SUMMARY.....

"S" Reg. Psd. Gd. Pts. GPA Bal.

(Except for cancellation and withdrawal.)

Please update your records effective .....

Rec 168

The probationary admission status is effective for two consecutive semesters unless an exception is authorized by the Selection Committee.

A student who successfully completes 24 semester credits of baccalaureate-level courses with an overall "C" average or above is removed from probation and encouraged to select an appropriate major.

Each student is subject to the university regulations governing probation and suspension.

Additional information can be found on page i of the appendix, and necessary forms can be obtained from the Office of Admissions. (Extension 6866)

E. ADVISING FOREIGN STUDENTS

Understanding and using English, both written and oral, are critical to the student's progress. Thus the slightest suspicion of problems here should be followed up immediately. Referral to the English Department or the Foreign Student Office are strongly recommended.

Even when English usage seems quite good, it is to be preferred that courses with heavy reading loads in the social sciences and humanities be delayed to at least the second term or the second year in the United States.

Immigration Service regulations require that those on student visas must carry a minimum full credit load to maintain their status. For graduates the load is at least nine credits and for undergraduates, at least twelve credits.

Questions regarding any of the above, or other considerations regarding foreign students, may be directed to the Foreign Student Office. (Extension 6874)

All courses taken, whether for credit, non-credit, or audit, constitute part of the equivalent total credit load.

The Adviser, in consultation with the student, may approve a load of up to 21 credits. Additional credits above 21 must have the approval of the dean of the college.

C. UNIVERSITY REQUIREMENTS

Courses in English, United States and Nevada Constitutions, and (for male students) Military Science, are required of all students. These requirements can be met in a variety of ways, which are described below.

The University Catalog should be consulted if a student appears to need special counselling.

THE CONSTITUTION REQUIREMENT

The following courses may be used to satisfy the requirement in United States Constitution: Political Science 409, History 101, History 401.

The following courses may be used to satisfy the requirement in the Nevada Constitution: Political Science 208. History 102, History 217.

Political Science 103 OR History 111 may be used to satisfy both constitutional requirements.

Additional information - call Political Science (Extension 6722), or History (Extension 6855).

THE ENGLISH REQUIREMENT

The University requirement in English can be satisfied by completion of English 102 or equivalent.

Entering Freshmen will be placed by ACT English scores, as follows:

Below 19 - 101W, 3 credits. (A regular 101 course meeting MWF, with an optional two-hour writing lab meeting Tu-Th.)

19-24 - 101, 3 credits. (The regular 101 course.)

Above 24 - waive 101 and place directly in 102H.

PLEASE SEE THAT THE ACT SCORE IS MARKED ON THE ADVISEMENT FORM FOR CORRECT PLACEMENT BY THE ENGLISH DEPARTMENT.

Students completing 101 with a grade of A or B, with approval of their adviser, may substitute other prescribed courses; however, the Department of English feels that most students would profit best from English 102. A list of acceptable courses is found in the University Catalog under Required Courses.

For additional information, contact the Director of Freshman English. (Extension 6709).

THE MILITARY SCIENCE REQUIREMENT

Every male student seeking a baccalaureate degree, who is not otherwise exempt (see University Catalog) must satisfy the military science requirement by completing one of these options:

a) Complete an approved high school military orientation course. This includes the regular three-year high school ROTC program.

b) Complete a University-sponsored 16 hour orientation course PRIOR to Registration Week. The course includes information on active and reserve military service in each armed service and the National Guard, the military career, conscientious objection, the organization of the defense establishment, and factors of national power and security. A grade of S (Satisfactory) or U (Unsatisfactory) is given.

c) Complete Military Science 101 during the student's FIRST SEMESTER at the University.

E. PRECEDENCE OF CERTAIN COURSES

All students must give precedence to required courses in regular sequence and may not register in an elective course to the exclusion of a required course. Only under exceptional circumstances may the Dean of the College permit a student to defer a required course, or to withdraw from it. In no case should a required course be deferred for more than one year.

K. LIBRARY INSTRUCTION

Students particularly unfamiliar with general library methods are referred to the Use of the Library course (L.Sci.135) offered at least once a year by the professional library staff. This is a lecture/lab course designed to introduce the student to the card catalogs, general indexes, research methods, and special departments of Getchell Library.

L. STUDY ABROAD PROGRAMS

Foreign study is an unusually effective way to expand the personal horizons of students. Advisees who show an interest in doing a semester or a year of their undergraduate work in a foreign country should be made aware of the availability of the many study-abroad programs. Arrangements can be made for study for credit in any part of the world. Many programs do not require prior knowledge of a foreign language. The Institute of European Studies, with which the University is officially affiliated, has seven study centers in five European countries. Limited financial aid is available. For further information, see the Study Abroad Adviser, FH201, or call 6767.

The University also offers short-term travel-study programs during the summer and between semesters. Information is available from the Summer Session Office.

Before enrolling in a foreign study program, the student should check with his adviser and the Office of Admissions, to make sure that specific courses are acceptable in his degree program, and that credit is transferable to the University of Nevada.

Faculty referrals are especially welcome.

Special counselling and tutorial services are available to disadvantaged students. For information, call the Division of Student Assistance, Extension 6832.

D. STUDENT HEALTH CENTER

The Student Health Center (Extension 6598) is maintained to provide services for preventive medicine and health education, and is equipped to care for minor illnesses and injuries. A student requiring special attention is referred to a specialist by the attending physician, at the student's expense, or a personal physician may be called. Hospital care for a period of two weeks may be given when bed rest is a requirement for the recovery of the patient.

Detailed information regarding the Student Health Service and the Supplemental Health and Accident Insurance Plan are published in brochures available at the Health Center.

E. SPECIAL PROGRAMS

Information concerning the following may be secured by calling Extension 6832 or 6989

Educational Opportunity Program - for students from ethnic minority groups and low income families.

Upward Bound - for students from educationally disadvantaged backgrounds. Extension 6832

Special Services - for students with physical handicaps, from low income families, inadequate high school preparation, standard English as a second language, etc. Extension 6526.

UNIVERSITY OF NEVADA, RENO
OFFICIAL ADVISEMENT FORM

INSTRUCTIONS–Print full legal name (no nicknames). An approved program of study is to be assigned in consultation with your assigned adviser. Approved alternate courses should be listed to expedite registration in the event first choice courses are not available.

It is each student's responsibility to register in courses approved by the adviser. Once official approval is obtained, the adviser's name may be printed on the No. 2 registration card.

REFER TO CATALOG FOR SPECIFIC REGULATIONS CONCERNING UNIVERSITY REQUIREMENTS

Name _____ Date _____
Last First Middle or Maiden

College _____ Major _____ Class _____ Probation: Yes ☐ No ☐

Does expected financial assistance require a designated credit load? Yes ☐ No ☐ If yes, # _____

Dept.	Course No.	Section No.	Name of Course	Sem. Cr.	Time	M	T	W	Th	F	S

- SAMPLE FORM -

Alternate Courses

Total Credits

Student's Signature

Adviser's Signature

DISTRIBUTION: WHITE – Dean's Copy
YELLOW – Adviser's Copy
PINK – Student's Copy

REC 210/1-75

DROPPING COURSES

A student may drop a course any time prior to the last two weeks of a semester with the adviser's approval. Drops which occur at UNR after the first eight weeks require the teacher to indicate whether the student is passing or failing. If a student is passing, he receives a W, which has no effect upon his grades. If he is failing, he receives an F, which counts the same as an F received at the end of the semester. (Refer to Section VII - Grading System.)

The dropping of courses is permitted during the last two weeks of a semester with the approval of the Dean of the College ONLY.

Forms below are obtained from the Office of the Registrar, and must be signed by the Adviser.

Last Name	First	Middle Init.	Birthday	Fee Assessed

☐ ADVISER'S APPROVAL REQUIRED FOR ANY CHANGE OF REGISTRATION — SIGNATURE — Acct. No.

☐ DEAN OF COLLEGE APPROVAL REQUIRED FOR EACH EXCEPTION TO ADD A COURSE OR CHANGE A SECTION AFTER THE CLOSE OF REGISTRATION. — SIGNATURE — No. 2

UNR ADMISSIONS AND RECORDS CHANGE OF REGISTRATION

	DEPT.	NUMBER	SEC.	CR.		
ADD					SIGNATURE	C.C.
DROP					☐ PASSING ☐ FAILING SIGNATURE	
CHANGE					CHECK TYPE OF CHANGE	Grade to S/U ☐

S/U to Grade	Credit Change	Audit to Credit	Credit to Audit
☐	☐	☐	☐

INSTRUCTIONS: A change is official when each applicable item is completed, any additional fees are paid, and this form is filed in the Records Office. The student copy is the receipt for each added course and a credit voucher for each dropped course. Retain your copy for presentation during the change period.

D. WITHDRAWAL FROM THE UNIVERSITY

A student wishing to withdraw from the University should obtain a Withdrawal Form from the Registrar's Office and appear for a terminal interview in the Office of Student Services. A withdrawal which occurs after the first eight weeks of the semester requires each instructor to indicate whether the student is passing or failing. The withdrawal is official only after the completed and signed

UNIVERSITY OF NEVADA · RENO
OFFICE OF THE REGISTRAR
NOTICE OF WITHDRAWAL

Last Name _____ First _____ Middle _____ Birthdate _____

Mailing address _____

This student is entitled to a refund of any unused fees and deposits.

Remarks:

Registrar _____

Date _____

Cashier's Office _____

Amount refunded _____

UNIVERSITY OF NEVADA · RENO
OFFICE OF THE REGISTRAR
OFFICIAL WITHDRAWAL

Last Name _____ First _____ Middle _____ Birthdate _____

Department	Course No.	Section	Passing Yes	Passing No	Instructor's Signature	OFFICE USE ONLY
						DATE
						No. ?
						Posted
						Distributed
						C.C.

College _____ Adviser _____

RRC 200

This section now void

REQUEST TO WITHDRAW FROM UNIVERSITY

Last Name _____ First _____ Middle _____ Birthdate _____

INSTRUCTIONS: Contact the Student Services Office, Rm. 103, TSSC for a personal interview and assistance in finalizing your withdrawal from the University. Each required clearance signature must be obtained for each item checked and all charges due noted.

If withdrawal occurs after the first EIGHT weeks of the semester, each teacher must indicate if you are PASSING. A withdrawal is official only when this completed form is filed in the Registrar's Office. A student who leaves the University during the semester without officially withdrawing receives a FAILING grade for each course.

Withdrawals are not permitted during the last two weeks of the semester except for severe hardship cases involving illness, accident or similar emergency as approved by the student's Dean of College.

- ☐ Financial Aid _____ _____ _____
- ☐ Housing _____ _____ _____
- ☐ Library _____ _____ _____
- ☐ Traffic Dept. _____ _____ _____
- ☐ Chemistry _____ _____ _____
- ☐ _____ _____ _____ _____
- ☐ Controller _____ _____ _____

_____ _____
Date Interviewer's Signature, Office of Student Services

(over)

POLICY ON REFUNDS

Regular and Nondegree: Refund of consolidated fee (excluding ASUN), nonresident tuition, or credit hour fee is computed from the first day after registration day as follows:

Withdrawal During	Refund
1– 2 Weeks	75%
3– 6 Weeks	50%
7– 8 Weeks	25%
9–16 Weeks	None

Summer School and Special Programs: Students registered for six credits or less receive a refund of three fourths of the total fees if officially withdrawn from the University before the end of one-fourth of the total scheduled number of sessions. In cases of later official withdrawal no refund of fees is made.

Activities: No refund upon withdrawal.

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